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MEMO

TO: Recipients of the FY 1996 Montana Library Services and Construction Act (LSCA) Grant Manual for Titles I, II, & III.

FROM: Richard T. Miller, Jr. RTM
State Librarian

DATE: March 30, 1995

You will find enclosed a copy of the Montana Library Services and Construction Act (LSCA) Grant Manual for Titles I, II, & III, Fiscal Year 1996. This manual replaces all previous versions of the Montana LSCA Grant Application Manual. Previous editions should be discarded in their entirety.

The FY 1996 Montana LSCA Grant Manual is designed to be updated on at least an annual basis. Please do not discard this entire FY 1996 manual. The FY 1997 version of this manual will consist of replacement pages for affected pages only; the rest of the manual will remain in effect for several years.

The staff and I look forward to working with you as you consider projects which may be fundable under the Library Services and Construction Act. If you have any questions about these or other matters related to this funding, please feel free to call or write Bob Cooper, LSCA Specialist, at the Montana State Library (406-444-5350).

As you use this document, if you find sections on which you would like to comment, please submit those comments to Mr. Cooper for consideration by the Advisory Council. Thank you.

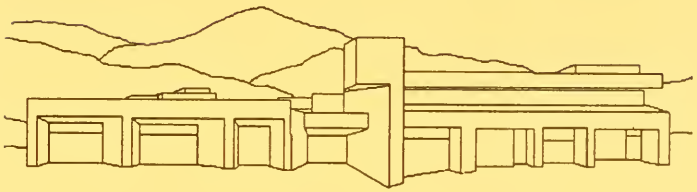
Enclosure: Montana Library Services and Construction Act (LSCA) Grant Manual for Titles I, II, & III, Fiscal Year 1996.

MONTANA

LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) GRANT MANUAL

TITLE I
TITLE II
TITLE III

FISCAL YEAR 1996



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MONTANA
LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA)
GRANT MANUAL

TITLE I -- TITLE II -- TITLE III

FISCAL YEAR 1996

* *

FY 1997 LSCA MANUAL UPDATE REQUEST FORM

* *

ENCLOSED YOU WILL FIND THE NEW FY 1996 LSCA GRANT APPLICATION MANUAL. THIS MANUAL REPLACES ALL PREVIOUS VERSIONS OF THE MONTANA LSCA GRANT APPLICATION MANUAL. PREVIOUS EDITIONS SHOULD BE DISCARDED IN THEIR ENTIRETY.

THE FY 1996 GRANT APPLICATION MANUAL IS DESIGNED TO BE UPDATED ON AT LEAST AN ANNUAL BASIS. PLEASE DO NOT DISCARD THIS ENTIRE FY 1996 MANUAL. THE FY 1997 VERSION OF THIS MANUAL WILL CONSIST OF REPLACEMENT PAGES FOR AFFECTED PAGES ONLY; THE REST OF THE MANUAL WILL REMAIN IN EFFECT FOR SEVERAL YEARS.

PUBLIC LIBRARIES AND ACADEMIC LIBRARIES WILL BE MAILED REPLACEMENT PAGES AUTOMATICALLY. ALL OTHERS INTERESTED IN RECEIVING REPLACEMENT PAGES FOR THE NEXT FISCAL YEAR SHOULD SUBMIT THIS FORM TO THE LSCA SPECIALIST, MONTANA STATE LIBRARY, BOX NO. 201800, HELENA, MT 59620-1800.

NAME OF LIBRARY/ORGANIZATION:

_____

LIBRARY/ORGANIZATION MAILING ADDRESS:

_____

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GENERAL

INFORMATION

Questions regarding the LSCA application process should be directed to:

LSCA Specialist
Montana State Library
P.O. Box 201800
Helena, MT 59620-1800
406-444-5350

INTRODUCTION

Each year the Montana State Library Commission (MSLC), with the assistance of the Montana Library Services Advisory Council and the Montana State Library, distributes over $650,000 in federal Library Services and Construction Act (LSCA) funds made available to Montana through the U.S. Department of Education. Some of these funds are distributed in the form of direct allocations to ongoing projects like the Montana Talking Book Program and the Statewide Library Resources Program of the Montana State Library. The remainder of the funds is distributed to library projects statewide through the competitive grant application process detailed in this manual.

Although the LSCA has numerous titles, Titles I, II, and III are the only ones administered directly by MSLC. Title I and II funds are only available for projects that seek to improve public library services. Title III funds are available for multi-type library projects that seek to increase resource sharing and networking among all Montana libraries. The first section of this manual contains the application materials for non-construction projects under Titles I, II, and III. The second section contains the application materials for construction projects under Title II. Other sections (color-coded for convenience) provide additional information on the LSCA, collection management policies, required federal assurances forms, etc.

For FY 1996, the Montana State Library Commission (MSLC) is emphasizing the use of LSCA funds to make Internet, electronic and technological access available to all Montana libraries. Grant applications for projects that involve increased technological access for public libraries are encouraged under the LSCA Title I priorities and under the technology enhancement section of LSCA Title II. Under the priorities of LSCA Title III, grant applications are encouraged for projects emphasizing the use of technology to increase resource sharing and networking among all types of libraries. Grant applications for public library construction projects are encouraged under the library construction section of LSCA Title II. (For a listing of all LSCA Titles I , II, & III Priorities, see Appendices - A-2 through A-6.)

The Montana State Library's Statewide Technology Consultant (406-444-5431; fax 406-444-5612; Internet address: vterbs@wln.com) is available to assist you with technology issues for your library and provide technical support as you participate in the LSCA process.

The Montana State Library's LSCA Specialist (406-444-5350; fax 406-444-5612) is available to assist you in the use of this manual and to provide guidance for your participation in the LSCA process. Please consider this grant application manual your invitation to help LSCA help Montana libraries.

PROJECTED DISTRIBUTION OF FY 1996 LSCA FUNDS IN MONTANA

FY '96 Title I, II, and III grant applications will be accepted subject to Congress making an appropriation for the LSCA Program.

The preliminary amounts listed below are based on FY 1995 amounts and may be revised by the Montana State Library Commission.

ESTIMATED FUNDS AVAILABLE FOR GRANTS

LSCA TITLE I FUNDS DESIGNATED FOR FY '96 COMPETITIVE GRANTS: $ 55,839

LSCA TITLE II TECHNOLOGY ENHANCEMENT FUNDS DESIGNATED FOR FY '96 COMPETITIVE GRANTS: $ 90,177

LSCA TITLE II PUBLIC LIBRARY CONSTRUCTION FUNDS DESIGNATED FOR FY '96 COMPETITIVE GRANTS: $100,000

LSCA TITLE III FUNDS DESIGNATED FOR FY '96 COMPETITIVE GRANTS: $104,883

BACKGROUND INFORMATION - DESCRIPTION BY TITLE OF LSCA FUNDING

TITLE I: PUBLIC LIBRARY SERVICES

FY '96 LSCA TITLE I PROJECTED FUNDING: $427,000

FY '96 LSCA TITLE I FUNDS DESIGNATED FOR MONTANA STATE LIBRARY PROGRAMS (MSL): $390,084

MSL PROGRAMS	LSCA FUNDS	% OF TOTAL PROGRAM BUDGET	% OF TOTAL T I LSCA ALLOTMENT
Statewide Library Resources	$174,614	24%	40%
MT Talking Book Library	$119,264	51%	27%
Institutions	$ 40,238	70%	9%
Administration Operations*	$ 37,468	15%	8%
Administration Indirect Costs **	$ 18,500	100%	4%
TOTALS	$390,084		88%

* Includes Library Services Advisory Council funding.

** Indirect Costs of Managing Federal Funds -- By Montana law, these costs must be paid directly to the State General Fund. They do not come to the Montana State Library.

TOTAL FY '96 LSCA TITLE I FUNDS DESIGNATED FOR COMPETITIVE GRANTS:	$ 36,916
TOTAL FY '95 LSCA TITLE I FUNDS NOT ALLOCATED IN FY '95	$ 33,273
FY '95 LSCA NON-ALLOCATED TITLE I FUNDS DESIGNATED FOR MSL USE IN MEETING SPECIAL STATEWIDE NEEDS: (Equipment for Statewide Technology Consultant, LSCA Long Range Plan Public Input, Statewide Automation Plan Development, Administrative Support for Montana Library Services Advisory Council Committee Work)	$ 14,350
FY '95 LSCA TITLE I FUNDS DESIGNATED FOR CARRYOVER TO FY '96:	$ 18,923
TOTAL COMBINED LSCA TITLE I FUNDS DESIGNATED FOR FY '96 COMPETITIVE GRANTS:	$ 55,839

TITLE II: PUBLIC LIBRARY CONSTRUCTION AND TECHNOLOGY ENHANCEMENT

FY '96 LSCA TITLE II PROJECTED FUNDING:	$138,000
FY '96 LSCA TITLE II FUNDING DESIGNATED FOR TECHNOLOGY ENHANCEMENT :	$ 37,000
FY '95 LSCA TITLE II PROJECTED CARRYOVER DESIGNATED FOR TECHNOLOGY ENHANCEMENT:	$ 53,177
TOTAL PROJECTED LSCA TITLE II FUNDS DESIGNATED FOR FY '96 TECHNOLOGY ENHANCEMENT COMPETITIVE GRANTS:	$ 90,177
FY '96 LSCA TITLE II PROJECTED FUNDING FOR PUBLIC LIBRARY CONSTRUCTION:	$101,000
FY '95 LSCA TITLE II PROJECTED CARRYOVER FOR PUBLIC LIBRARY CONSTRUCTION:	- 0 -
FY '96 LSCA TITLE II FUNDS DESIGNATED TO BE USED FOR TITLE II ADMINISTRATIVE PURPOSES: Contracting an Architect to Review Project Drawings / Funding Title II Committee	$ 1,000
TOTAL PROJECTED LSCA TITLE II FUNDS DESIGNATED FOR FY '96 PUBLIC LIBRARY CONSTRUCTION COMPETITIVE GRANTS:	$100,000

TITLE III: INTERLIBRARY COOPERATION AND RESOURCE SHARING

FY '96 LSCA TITLE III PROJECTED FUNDING:	$107,000
TOTAL FY '95 LSCA TITLE III FUNDS NOT ALLOCATED IN FY '95:	$ 12,533
FY '95 LSCA NON-ALLOCATED TITLE III FUNDS DESIGNATED FOR MSL USE IN MEETING SPECIAL STATEWIDE NEEDS: (Equipment for Statewide Technology Consultant, LSCA Long Range Plan Public Input, Statewide Automation Plan Development)	$ 10,650
FY '95 LSCA TITLE III FUNDS DESIGNATED FOR CARRYOVER TO FY '96:	$ 1,883
FY '96 LSCA TITLE III FUNDS FOR STATEWIDE COLLECTION MANAGEMENT & TECHNOLOGY COMMITTEES:	$ 4,000
LSCA TITLE III FUNDS DESIGNATED FOR FY '96 COMPETITIVE GRANTS:	$104,883

APPEAL PROCESS

The Montana State Library will notify all applicants of the Titles I, II and III grant awards based on the Montana State Library Commission's action. Any person or group submitting a proposal for grant funds to the Montana State Library Commission shall have the right to appeal if the proposal is not funded. Partially funded proposals have no bases for appeal.

ADMINISTRATIVE RULES OF MONTANA 9/30/87

10.101.206 APPEALS PROCESS FOR DENIAL OF A GRANT (1) Any person or group submitting a proposal for grant funds to the Montana state library commission shall have the right to appeal if the proposal is not funded. The request for the appeal shall be made to the Montana state librarian at 1515 E. Sixth Ave., Helena, MT 59620 (406-444-3115) within 12 working days of receipt of the letter denying the grant.

(2) Upon receiving a notice of appeal, the state librarian, acting on behalf of the commission, shall convene an independent review committee. The committee shall be composed as follows: a representative named by the appellant who is not from the appellant's library or governing authority; a representative chosen by the chair of the Montana library services advisory council, who is not a council member; a representative from the library community who is not connected to the appellant, named by the president-elect of the Montana library association.

(3) The independent review committee shall hear the appeal based on procedures which it shall determine. Both the appellant and the state librarian shall have equal opportunity to present testimony either in writing or orally and to respond to points raised by the other party. The independent review committee shall make its findings and recommendations to the Montana state library commission which shall take final action on the appeal. The commission can affirm, deny, or modify the recommendations of the independent review committee.

(4) The state librarian, upon final determination of the appeal by the commission, shall notify the appellant in writing. This notice shall conclude the appeals process.

(History: Sec. 22-1-103 MCA; IMP, 22-1-103 MCA; NEW, 1987 MAR p. 1622, Eff.)

Libraries approved by the Commission to receive a grant shall not proceed with the project until: (1) all elements of the appeals process (if there are any appeals) are complete; (2) a grant agreement specifying requirements is signed and on file at the Montana State Library.

Submitted by: _____ _____
(OPTIONAL) Name Organization

MONTANA LIBRARY SERVICES ADVISORY COUNCIL

EVALUATION OF THE FY '96 LSCA TITLES I, II & III

GRANT APPLICATION MANUAL

Please assist the Advisory Council in its ongoing effort to improve the LSCA grant application process by completing this evaluation form and returning it to the LSCA Specialist, Montana State Library, 1515 E. Sixth, P.O. Box 201800, Helena, MT 59620-1800. Thank you.

(NOTE: Use additional paper where necessary.)

SECTION I: Written Materials

How effective were the written guidelines explaining the FY '96 application process? What items should definitely be maintained or maintained with changes in the next set of guidelines? What items should be added to the FY '97 version that were not included in the FY '96 version? What items should be eliminated from the next set of guidelines?

Keep/Change: _____

Add: _____

Remove: _____

SECTION II: Understanding the Application Process

Were some components of the process difficult to understand? Please identify by page number and section any areas that were confusing or lacked sufficient clarity of instruction.

Comments: _____

SECTION III: Other Comments

Comments: _____

TITLE I
TITLE II
TITLE III

NON-CONSTRUCTION PROJECT APPLICATIONS

Questions regarding the LSCA application process should be directed to:

LSCA Specialist
Montana State Library
P.O. Box 201800
Helena, MT 59620-1800
406-444-5350

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ELIGIBLE APPLICANTS : NON-CONSTRUCTION PROJECTS

ALL TITLES:

- To be eligible to submit an application, Montana libraries must have an approved Collection Management Policy on file at the Montana State Library. (Parts of the Collection Management Policy are also required in the application process - see page NC-6 & NC-7) See Collection Management Policy -- Green Section.

- For FY 1996, the Montana State Library Commission is emphasizing the use of LSCA funds to make Internet, electronic and technological access available to all Montana libraries. The score sheet used in the review of FY '96 TI, TII, and TIII non-construction grant applications reflects this technological emphasis. (See Page NC-20) In addition, at the discretion of the Montana Library Services Advisory Council, grant applications may be submitted to a technological review to determine the feasibility of the technological aspects of the proposed project.

TITLE I:

- Montana public libraries, schools, and nonprofit agencies or organizations which apply for funding for a project which will benefit public library service, may apply for grants under Title I.

TITLE II TECHNOLOGY ENHANCEMENT:

- Montana public libraries, schools, and nonprofit agencies or organizations which apply for funding for a technology enhancement project which will benefit public library service, may apply for grants under Title II (Non-Construction) if the project involves a substantial equipment cost in excess of $5,000.00.

- **THE PROJECT MUST BE FUNDED WITH AT LEAST 50 PERCENT NON-FEDERAL FUNDS.**

TITLE III:

- Montana libraries of all types, and nonprofit agencies or organizations proposing a project which will enable or enhance interlibrary cooperation and resource sharing, and/or augment the technological capacity of libraries to share resources, may apply for grants under Title III.

INELIGIBLE PROJECTS

Projects should be innovative and should supplement local funding. Projects are not eligible which:

1) would replace local spending (the basic operation of the library is a local responsibility)

2) have no replication potential beyond the initial project

3) involve retrospective conversion in one library
(The Montana State Library Commission does not intend to fund retrospective conversion (RECON) projects that relate to one library's collection unless titles are generally unavailable in the statewide database, and/or represent unique holdings. The end product of any LSCA-funded RECON project must be in MARC format. Ideas for projects that involve RECON elements should be discussed with the State Librarian prior to beginning work on the application.)

Applications for these projects will be considered ineligible and returned to the applicant. Contact the LSCA Specialist at the Montana State Library if you have any questions regarding the eligibility of your project.

FY '96 LSCA TITLES I, II & III NON-CONSTRUCTION GRANT APPLICATION SCHEDULE

March 30, 1995	FY '96 LSCA Titles I, II & III Non-Construction Grant Application Materials available for distribution
August 11, 1995	Deadline for applicants to submit a Collection Management Policy for Montana State Library approval in this FY '96 grant cycle
September 8, 1995	Deadline to have a Collection Management Policy ***APPROVED*** by local board or governing body AND by the Montana State Library on file at the Montana State Library for FY '96 LSCA Titles I, II & III Non-Construction Grant Applications (* See Eligible Applicants p. NC-2)
September 15, 1995	Submission deadline for Titles I, II & III Non-Construction Grant Applications to be at the Montana State Library
September 18-22, 1995	Eligibility Review completed by Montana State Library staff; Letter of Eligibility Status mailed to all applicants.
September 22, 1995	Grant applications forwarded to members of the Library Services Advisory Council's Titles I, II & III Committees for review
October 1995	Titles I, II & III Committees will meet to discuss recommendations to the Library Services Advisory Council (public welcome to attend; date, time and place TBA)
November 1995	Titles I, II & III Committees' recommendations and copies of the Project Application Summary pages will be sent to Library Services Advisory Council
November 17, 1995	Advisory Council determines funding recommendations to be forwarded to the Montana State Library Commission (public welcome to attend; time and place TBA)
December 6, 1995	Montana State Library Commission determines FY '96 LSCA Titles I, II & III non-construction grant award recipients and amounts (public welcome to attend; time and place TBA)
December 15, 1995	Notice mailed to all applicants of the final status of their grant requests
January 1996	Grant Agreements mailed to award recipients for signatures. When a properly signed agreement is on file at the Montana State Library, the project funds will be available as specified in the project Grant Agreement.

INSTRUCTIONS FOR NON-CONSTRUCTION PROJECTS

A. APPLICATION (Forms begin on page NC-9)

1. GENERAL

Complete and mail or deliver ten (10) copies (an original and nine (9) copies) of the Grant Application Materials, which consist of (1) LSCA Project Application Summary, pages NC 9-14; (2) Proposed Budget, pages NC15-18; (3) Project Narrative (Optional), and (4) Letters of Support (in that order only) to the LSCA Specialist, Montana State Library, 1515 East 6th Avenue, P.O. Box 201800, Helena, Montana 59620-1800. **FAX SUBMISSIONS ARE NOT ACCEPTABLE.**

The application must be received at the Montana State Library by September 15, 1995. Applications received after the deadline will not be considered for funding.

Information provided in the Application is understood to be binding on the applicant. Any changes in a project from its description in the Application would require prior written permission from the Montana State Library.

All FY 1996 Montana LSCA applications will first be reviewed by the Montana State Library for determination of eligibility. (See page NC-2.)

Eligible applications will be reviewed by the Titles I, II & III Committees of the Library Services Advisory Council, according to the schedule on page NC-4. The Committees will have full copies of eligible applications and will score them using the score sheet on page NC-20.

The Library Services Advisory Council Titles I, II & III Committees will report scores and make recommendations to the Library Services Advisory Council. Titles I , II & III Committees' ranked mean scores and copies of the Project Application Summary pages of the applications (page NC 9-14) will be reviewed by the Library Services Advisory Council according to the schedule on page NC-4. **It is important that you concisely, but completely, describe your project in the space provided as this is the only information on the project that is provided to the Library Services Advisory Council for review.** The Advisory Council will then determine funding recommendations to be forwarded to the Montana State Library Commission, which makes the final grant award decisions according to the schedule on page NC-4.

For all applications, be sure to give careful attention to the Summary page. The Project Application Summary provides a brief specific overview of your project.

2. PROJECT APPLICATION SUMMARY

(Note: A project being submitted under more than one LSCA title must be submitted on a separate application form for each LSCA title and must specifically address the intent of that title.)

Project Title: use a unique name of 25 characters or fewer that readily identifies your project.

Project Administrator: the person who will be responsible for administering the LSCA funds and will receive all correspondence from the Montana State Library.

Telephone of Project Administrator: the number at which the project administrator may be contacted during normal working hours.

Project Administrator's Address: the project administrator's address where all project correspondence from the Montana State Library will be sent.

Titles I, II &III LSCA Federal Priorities -- Check the ONE Federal LSCA Priority that best describes your project: All LSCA funding available through the Montana State Library Commission must be directly linked to one of 18 Title I priorities, 2 Title II priorities, or 5 Title III priorities as detailed in "LSCA Titles and Priorities" (pages A-2 through A-6 of this manual). Please review these priorities and **check the one priority on the application that best describes your project.** A project being submitted under more than one LSCA title must submit a separate application form for each LSCA title and must specifically address the priority of that title.

NOTE: The U.S. Department of Education requires that Title I Priorities 4 and 5 retain an established level of state and/or federal support based on previous years' expenditures. This "Maintenance of Effort" provision does not preclude competitive grants being awarded under these Priorities, but it does mean applicants should be aware of the special nature of funding required. Applicants considering submitting an application addressing either of these Priorities are strongly advised to consult with the State Librarian prior to beginning work on the application. Applicants should be aware that such proposals will be given very close scrutiny by the Montana State Library Commission and may not be funded because of direct funding the Commission has already allocated to address these Priorities.

Amount Requested for Total Project: indicate the Total Project Cost, and the amounts of LSCA funds and local funds/in-kind services that comprise this total cost. (For Title II Technology Enhancement projects, the project must involve a substantial equipment cost in excess of $5,000.00.)

Local funds/In-kind services: refers to cash and the fair market value of services, materials, real estate donations, etc. that are provided at the local level and are an integral part of the project. **Local Financial Support is encouraged for LSCA Titles I & III projects and is required at 50% or more of the total project cost for LSCA Title II projects.**

Examples: (1) A lawyer makes a written offer to provide free legal work on contract development for a proposed library literacy project seeking LSCA Title I funding. If the lawyer normally charges $50 an hour for similar duties, then his or her local in-kind service could be valued at that same rate of $50.00/hour. (2) A library supporter, learning of a proposed LSCA-funded summer reading program, donates $1,000.00 of materials for the story-telling portion of the project. The entire $1,000 could be claimed as in-kind funds.

Summary of Project: in the space provided, **briefly** summarize the following:

Needs Statement: Describe and document the problem which you wish to address through this project, in terms of library user needs, identifying the number and characteristics of the populations to be served by the project. A review of your library's Collection Management Policy (CMP) may

help you identify the ties of your mission and/or library role to the needs your library is unable at this time to achieve. **IN ADDITION TO THE REVIEW OF YOUR POLICY, PLEASE ATTACH THE FOLLOWING SECTIONS FROM YOUR CURRENT APPROVED CMP TO THE PROJECT SUMMARY APPLICATION -- (1) A.1. MISSION STATEMENT; (2) A.3. COMMUNITY AND USER GROUPS DEFINED; (3) A.4. PATRON NEEDS AND SERVICES/PROGRAMS DEFINED; AND (4) ANY OTHER INFORMATION CONTAINED IN YOUR CMP THAT IS PERTINENT TO THIS PROJECT PROPOSAL. PLEASE CITE PAGE NUMBERS FROM YOUR CMP FOR CROSS-REFERENCE.**

Project Goals and Objectives: Describe the goal(s) of your project by stating in general terms what you want to accomplish. State the objective(s) of your project in action statements that establish a timeline for each activity and the method by which you will determine to what extent the objective has been accomplished. If your project will be submitted under more than one LSCA title, ensure that the goals and objectives you list on each application form are specific to the requirements of that title.

Methodology: Describe the methods, resources, timelines, and personnel that will be used in the solution of the problem you have described. Indicate how the project will continue after LSCA funds are expended.

Evaluation: Describe how you propose to evaluate the results of your project. Provide descriptions of criteria to be examined, qualitative and quantitative measurements you intend to use (before and after analyses may be helpful), timelines, and survey instruments. Additionally, describe how your evaluation results will be compiled, reported, and disseminated.

It is important that you concisely but completely describe your project in the space provided so that the Montana State Library can evaluate eligibility of the project.

Overall Proposed Budget: these figures are also requested on page NC-18 of the Grant Application.

Signature: should be signed by the proper authority.

3. PROJECT NARRATIVE (Optional)

This section provides an opportunity for you to describe your project in more detail than allowed for on the Project Application Summary pages. Compose your Project Narrative with the following section headings in this order: (1) Needs Statement; (2) Project Goals and Objectives; (3) Methodology; and (4) Evaluation.

4. PROPOSED BUDGET

Complete the Proposed Budget tables as indicated on the forms (pages NC-15 through NC-18).

5. LETTERS OF SUPPORT

Letters of support may be helpful in establishing the credibility of the project. Include current letters from those individuals, organizations, and/or governmental entities which will be impacted by and/or

assist in the project. Letters of support may be considered an indicator of local support for the project.

B. GRANT AGREEMENT

PLEASE BE AWARE THAT AFTER THE MONTANA STATE LIBRARY COMMISSION (MSLC) AWARDS A GRANT AND BEFORE A PROJECT IS AUTHORIZED TO COMMENCE, THE AWARD RECIPIENT(S) MUST SIGN A GRANT AGREEMENT WITH THE MONTANA STATE LIBRARY. THIS AGREEMENT INSURES THAT THE APPROVED LSCA PROJECT WILL ADHERE TO SPECIFIC ASSURANCES AND PROVISIONS REQUIRED BY FEDERAL AND STATE REGULATIONS AND MSLC POLICIES. SOME OF THE REQUIRED ASSURANCES INVOLVE FISCAL PROCEDURES, CONFLICT OF INTEREST, EXAMINATION OF RECORDS, DEFAULT, COPYRIGHT AND PUBLICATION, LABOR REQUIREMENTS, HANDICAPPED ACCESS, ETC. SOME OF THE ADDITIONAL FORMS THAT MUST BE SIGNED INCLUDE "ASSURANCES-NON-CONSTRUCTION PROGRAMS," "CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS," "CERTIFICATION REGARDING DEBARMENT." (SEE APPENDICES FOR COPIES OF THESE.)

MONTANA STATE LIBRARY
FY 1996 LSCA TITLES I, II, and III (NON-CONSTRUCTION)
PROJECT APPLICATION SUMMARY,
Due Date: September 15, 1995.
A project being submitted under more than one LSCA Title must use a separate application form for each LSCA Title.

OFFICE USE ONLY

Project Title: _____
(25 Characters or fewer)

Project Administrator: _____ Telephone:_____

Project Administrator's Mailing Address: _____
Address

_____
City State Zip

FOR TITLE I APPLICANTS ONLY:
Title I LSCA Federal Priorities -- Check the ONE Title I Federal LSCA Priority that best describes your project (see instructions page NC-6):

1. ____ 2. ____ 3 .____ 4.* ____ 5.*____ 6. ____

7.** ____ 8. ____ 9 .____ 10. ____ 11.____ 12. ____

13. ____ 14. ____ 15 .____ 16. ____ 17.____ . 18. ____

* See Special Guidelines for Title I Applicants on page NC-6,before selecting these Priorities
** Not Available to Montana

FOR TITLE II APPLICANTS ONLY:

Title II LSCA -- _____ This a Title II Technology Enhancement Project with a substantial equipment cost of $5,000 or more. (see instructions page NC-6):

FOR TITLE III APPLICANTS ONLY: Title III LSCA Federal Priorities -- Check the ONE Title III Federal LSCA Priority that best describes your project (see instructions page NC-6):
1. ____ 2. ____ 3. ____ 4. ____ 5. ____

Project Funding: LSCA Funds: $_____
Local Funds/In-Kind Services (50% required for TITLE II Projects): $_____
Total Cost of Project: $_____

Summary of LSCA Project

Needs Statement:

Summary of LSCA Project

Project Goals and Objectives (must be specific to the applicable LSCA Title and Priority):

Methodology:

Evaluation:

PROPOSED BUDGET

CATEGORY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
SALARIES & WAGES			
CONTRACTED SERVICES			
SUPPLIES & MATERIALS			
TRAVEL			
TRAINING			
EQUIPMENT			
OTHER EXPENDITURES			
TOTAL BUDGET			

The signature(s) below will be understood to signify the project administrator's intent to conduct the project described herein and the additional signatures will represent all participants in a cooperative project. Attach an additional sheet of signatures if needed.

Signature - Project Administrator	Print or Type Name	Title
Signature	Print or Type Name	Title
Signature	Print or Type Name	Title
Signature	Print or Type Name	Title
Signature	Print or Type Name	Title
Signature	Print or Type Name	Title
Signature	Print or Type Name	Title
Signature	Print or Type Name	Title
Signature	Print or Type Name	Title

PROPOSED BUDGET

Describe how you intend to spend the funds for the project, including both LSCA funds and those from other sources. Provide sufficient detail so that a reviewer can understand how various items were computed, e.g., use total hours, unit costs, and quantities. Budget items should be reflected in the methodology section of the narrative.

SALARIES AND WAGES

List the positions connected with the project and indicate the following for each: total project hours required, percentage of federal and local funds paid for benefits, federal funding, local funding, and total for each position.

POSITION	TOTAL HOURS	% OF BENEFITS	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
COLUMN TOTALS					

CONTRACTED SERVICES

List all contracted services, including personal services and others connected with the project and indicate type of service, federal funding, local funding and total funding.

TYPE OF SERVICE	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
COLUMN TOTALS			

SUPPLIES AND MATERIALS

SUPPLIES AND MATERIALS	CATEGORY	QUANTITY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
PRINT MATERIALS: List by category, such as periodicals, pamphlets, books.					
AUDIO VISUAL SOFTWARE: List by category, such as films, filmstrips, etc.					
COMPUTER SOFTWARE: Specify titles.					
OTHER: Consumable supplies.					
COLUMN TOTALS					

TRAVEL

List each position that will travel during this project and the purpose of the travel. Travel reimbursement will be in accordance with Section 2.4.101 of the Administrative Rules of Montana.

POSITION	PURPOSE OF TRAVEL	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
COLUMN TOTALS				

TRAINING

List each position that will use the training funds for this project and indicate the type of training.

POSITION	TYPE OF TRAINING	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
COLUMN TOTALS				

EQUIPMENT

EQUIPMENT	DESCRIPTION	QTY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
AV HARDWARE: Indicate each piece of equipment and cost, whether rental, lease or purchase.					
COMPUTER HARDWARE: Specify make, model, and memory capacity of each item.					
OTHER: Specify					
COLUMN TOTALS					

OTHER EXPENDITURES

EXPENDITURES	DESCRIPTION (if applicable)	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
INSURANCE				
RENT				
TELEPHONE				
POSTAGE				
PHOTOCOPYING				
PRINTING: Indicate publication, quantity and estimated cost.				
OTHER				
COLUMN TOTALS				

OVERALL PROPOSED BUDGET *

CATEGORY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
SALARIES & WAGES			
CONTRACTED SERVICES			
SUPPLIES & MATERIALS			
TRAVEL			
TRAINING			
EQUIPMENT			
OTHER EXPENDITURES			
TOTAL BUDGET			

* NOTE: This information is also requested on the LSCA Project Application Summary, page NC-14

LSCA GRANT APPLICATION CHECKLIST FOR NON-CONSTRUCTION PROJECTS

This checklist is provided to assist you in preparing your grant application. **DO NOT** send it to the Montana State Library with your application.

_____ 1. Eligible applicant. See p. NC-2

_____ 2. Eligible/Ineligible project. See pp. NC-2 and NC-3.

_____ 3. Submission of a Collection Management Policy for Montana State Library approval by August 11, 1995. See p. CMP-2.

_____ 4. Collection Management Policy approved by local governing body and the Montana State Library and on file at the Montana State Library by September 8, 1995. See p. CMP-2.

_____ 5. Project Application Summary completed. See pp. NC 9-14.

a. 'Summary of Project' section completely and concisely describes project. See p. NC-6.

b. 'Summary of Project' section completed in space provided and not continued on other pages. See p. NC-6.

c. Collection Management Policy sections are attached to application. See p. NC-7.

_____ 6. Project Narrative completed in correct format. (Optional) See p. NC-7.

_____ 7. Proposed Budget completed. See pp. NC-15 - 18.

_____ 8. Letters of Support included. See p. NC-7.

_____ 9. Application complete and assembled in correct order. See p. NC-5.

_____ 10. The ten (10) copies (the original and nine (9) copies--in proper order) will be received at the Montana State Library by September 15, 1995. See p. NC-5.

(APPLICANTS: DO NOT SUBMIT THIS SCORE SHEET WITH YOUR APPLICATION)

REVIEWER # _____ **APPLICATION #:** _____

___ TI ___ TII (NC) ___ TIII

Project Title: _____

Total Score: _____

LIBRARY SERVICES AND CONSTRUCTION ACT
Montana Library Services Advisory Council Titles I, II & III Committees
Score Sheet for Non-Construction Grant Applications

		Maximum	Points
1.	Does the application address an appropriate LSCA federal priority?	10	_____

0 pts - Need addressed does not fit under an appropriate LSCA federal priority

▲
|
▼

10 pts - Need addresses an appropriate LSCA federal priority.

Comments: _____

_____

_____

2.	Does a significant portion of the proposed project target making Internet, electronic, and technological access available to Montana libraries?	20	_____

0 pts - Project does not involve electronic or technological access.

▲
|
▼

20 pts - Project's main emphasis is increased electronic or technological access.

Comments: _____

_____

_____

3. Does the application explain the intensity of need and further explain the relationship of this need to needs identified in other local library documentation, such as the library's Long Range Plan, Collection Management Policy, etc? 10 _____

0 pts - Application does not establish that need is significant

▲
|
▼

10 pts - Application demonstrates that need is intensive and that it is congruent with other statements of the need as documented in the local library's Long Range Plan, Collection Management Policy, etc.

Comments: _____

_____

_____

4. What sources (statistics, documents, studies, resource persons, etc.) has applicant cited in order to verify that this need is a bona fide Montana library services need? 5 _____

0 pts - No citations

▲
|
▼

5 pts - Application cites at least three sources examples such as: *Montana's Long Range program; Report of the Blue Ribbon Panel on Libraries at Risk to the Montana State Library Commission; Montana Federations 1984; Montana Public Library Annual Report of Statistics; 1991 Montana Governor's Conference on Library and Information Services; U.S. Census Bureau Data; and/or Local, State and National Resource Persons.*

Comments: _____

_____

_____

5. Do you think this project will make a good model project which other libraries in Montana or in other states will be able to learn from? 10 _____

0 pts - No indication that the project will be a model for others

▲
|
▼

10 pts - Project offers clear indication and cogent arguments that it can serve as a model for other libraries, and demonstrates a willingness to do so.

Comments: _____

_____

6. Is there local financial support for the project?
(ie. in-kind services & local funds, ?) 15 _____

0 pts - No evidence of local financial support
5 pts - Up to 25% of total project budget is local financial support
10 pts - Up to 50% of total project budget is local financial support
15 pts - Over 50% of total project budget is local financial support - REQUIRED FOR TITLE II PROJECTS OR PROJECT IS NOT ELIGIBLE FOR FUNDING.

Comments: _____

_____

_____

7. Are the objectives obtainable and measurable? 5 _____

0 pts - No objectives proposed for the project
▲ Objectives proposed, but they are not realistic and not measurable
| Objectives proposed are measurable but do not appear to be obtainable through
▼ this project
5 points - Objectives proposed are measurable and by all indications are obtainable through this project

Comments: _____

_____

_____

8. Is the methodology practical and workable, and does the application offer sufficient data on how the resources and personnel will be used to accomplish the project? 5 _____

0 pts - Proposal offers no discernable methodology and no description of how
▲ resources and personnel will be used
| Proposal presents some methodology and some description of how
| resources and personnel will be used, but the presentation is not complete
▼ and convincing
5 pts - Proposal presents well-thought-out methodology which incorporates in a logical fashion how the resources and personnel related to the project will be used

Comments: _____

_____

_____

9. Are there evaluation procedures that will measure the outcome of the project, the degree to which the objectives are met, and effectively communicate evaluation results to others? 10 _____

0 pts - No evidence of a plan for evaluating the project

▲
|

Evaluation plan presented that will indicate some measure (mostly quantitative) of project outcome

▼

10 pts - Evaluation plan presented that provides detailed description of criteria to be examined, qualitative and quantitative measurement tools, timelines, survey instruments, and a feasible and thorough strategy for compiling and disseminating evaluation results.

Comments: _____

_____

10. Does the potential impact of this project justify the requested LSCA funds (are we getting the bang for the buck)? 10 _____

0 pts - No bang

▲ Little bang -- Big bucks

| Little bang -- Little bucks

▼ Big bang -- Big bucks

10 pts - Big bang -- Little bucks

Comments: _____

_____

_____

Total Possible Points 100 Total Score _____

TITLE II - PUBLIC LIBRARY CONSTRUCTION

Questions regarding the LSCA application process should be directed to:

LSCA Specialist
Montana State Library
P.O. Box 201800
Helena, MT 59620-1800
406-444-5350

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Sample Score Sheet (used by reviewers) C-20

ELIGIBILITY REQUIREMENTS & CRITERIA FOR LSCA TITLE II CONSTRUCTION GRANTS

The Montana State Library Commission maintains the following policies on eligibility for LSCA Title II Public Library Construction Grants:

1. Each project must be funded with at least 50 percent non-federal funds.

2. Libraries must be accessible to the disabled or be submitting grants to provide increased access for the disabled. This is a major part of any project. Architects need to understand the Federal handicapped access requirements. Problems often arise because of the required construction or remodeling of restrooms which can add considerable expense to a project. Items such as ramps, doors, and aisles can increase necessary space requirements.

3. Projects must be designed to allow for future technological developments. This includes, but is not limited to, installing cables in walls to facilitate computer networking (even if the library currently lacks the computer equipment such a system would require), installing additional telephone wiring for future modem connections, additional electrical outlets, and using larger capacity outside junction boxes and special underground wiring for eventual linkage with fiber optic data transmission cables. The Commission realizes that this policy will require vision on the part of the applicants. However, the Commission feels that it is more prudent to prepare for future technology during construction than to bear the costs of adapting a completed facility for technology at a later date.

4. Projects which involve buildings or sites that are or may be of historic significance require special consideration under LSCA regulations. It is imperative that such projects plan in advance for mitigation of adverse effects on historic preservation. This advance planning should be done in conjunction with the Montana State Library, the State Historic Preservation Office, and the National Advisory Council on Historic Preservation well in advance of the Title II construction application deadline. To ensure the eligibility of your proposed project, contact the LSCA Specialist (406-444-5350) at the Montana State Library as soon as possible about your project's historic preservation components.

The following criteria were adopted by the Montana State Library Commission on recommendation from the Montana Library Services Advisory Council. The criteria are divided into two groups:

I. **Projects which reach new users or the underserved. (This group has been given first priority. Such projects must specify activities for the new users or underserved.):**

1. Acquiring or constructing facilities so new or increased services can be provided.

2. Remodeling or renovating facilities to reach new users or the underserved.

II. Projects which improve existing buildings:

1. Remodeling which is designed to conserve energy in the operation of public libraries.

2. Construction that is functional, economical and not elaborate in design or extravagant in the use of materials compared with facilities of a similar type constructed in the state or other applicable geographic area.

3. Projects which deal with general inadequacy of facilities.

The following criteria, approved by the Montana State Library Commission, which are not in priority order, will also be used in evaluating and administering Title II construction projects:

A. Evaluative Criteria

1. A project designed to reach new users or the underserved must specify increased services or activities for the new users or underserved.

2. Project designs must emphasize energy conservation and use construction that is economical, functional and not elaborate in design or extravagant in the use of materials. Is the cost per function reasonable? (Itemize by cost per square foot per functional unit. i.e., How much per square foot for renovation? How much per square foot for remodeling?)

3. Applications must show advanced stages of planning (i.e., preliminary architectural plans prepared, majority of matching funds pledged or available, clear title to land for construction, etc.). All copies of the application should include preliminary drawings for review.

4. The applicant must include a realistic and effective plan to evaluate the project.

5. Letters of support from the new users or target groups are required for a project designed to reach new users or the underserved.

NOTE: THE FINAL DECISION WILL BE CONSISTENT WITH MONTANA'S LSCA LONG RANGE PROGRAM. (See Tan Section)

B. Administrative Criteria

1. Applicants are reminded that a letter of intent to apply (page C-11) and a copy of the Collection Management Policy (Green Section), approved by the library's governing board and the Montana State Library, are part of the application process.

2. Determination of applicable wage rates for the project:

   a. For projects with a total cost under $2,000:
      Davis-Bacon Act or Montana Prevailing Wage rates do not apply.
   b. For projects with a total cost ranging from $2,000 to $25,000:
      Davis-Bacon Act wage rates are required.
   c. For projects with a total cost above $25,000:
      The higher of either the Davis-Bacon Act or the Montana Prevailing Wage rates applies.

3. The applicant must submit a complete application, including: (1) letter of intent to apply; (2) summary; (3) narrative with evaluative methods; (4) application form with building program; (5) supporting documentation; (6) assurances; and (7) collection management policy.

4. Within six months of notification of the grant award, the successful applicant must have its share of the financial commitment, including firm pledges, to complete the project.

5. Applicants are required to obtain the services of a Montana licensed architect, (18-8-204 MCA). FINAL DRAWINGS ARE TO BE SUBMITTED FOR APPROVAL AFTER THE COMMISSION AWARDS THE GRANTS AND BEFORE THE BID IS ADVERTISED AND FUNDS ARE RELEASED.

6. Applicants are required to negotiate fixed amount contracts at the lowest of three letter bids where feasible, if they are not required to advertise for bids in accord with local government regulations.

7. Within 15 months of the awarding of the grant by the Montana State Library Commission, the construction bid must be let. Failure to meet this time frame shall cause the award to be reverted to the Commission, unless approval for a continuance is granted by the Montana State Librarian.

LIBRARY SERVICES & CONSTRUCTION ACT TITLE II

FY 1996 APPLICATION TIMETABLE FOR CONSTRUCTION PROJECTS

March 30, 1995	FY 1996 LSCA Title II Construction Grant Application materials available for distribution.
August 11, 1995	Deadline for applicants to submit a Collection Management Policy for Montana State Library approval in this FY '96 grant cycle
August 25, 1995	Letter of intent to apply for a Title II construction grant (use form on page C-11) due at the office of the LSCA Specialist, Montana State Library, P.O. Box 201800, Helena, MT 59620-1800.
September 8, 1995	Deadline to have a Collection Management Policy ***APPROVED*** by local board or governing body AND by the Montana State Library on file at the Montana State Library for FY '96 LSCA Title II Construction Grant Applications
November 17, 1995	Application due at the office of the LSCA Specialist, Montana State Library, P.O. Box 201800, Helena, MT 59620-1800. Applications received after the deadline will not be given consideration. Applicants will be notified as soon as possible, but no later than December 1, in writing, if their application has technical deficiencies that must be corrected.
December 15, 1995	Deadline for receipt of additional application information as requested by the Montana State Library.
December 19, 1995	All applications distributed to the Montana Library Services Advisory Council Title II Committee.
December 19, 1995 to January 8, 1996	Title II Committee will review applications.
January 8, 1996	Title II Committee will meet in person and prepare its recommendations for the Montana Library Services Advisory Council meeting. (public welcome to attend)
January , 1996 Council Meeting	Montana Library Services Advisory Council meeting. Recommendations from the Title II Committee will be considered and Council recommendations prepared for the Montana State Library Commission. (public welcome to attend; date, time and place TBA)

(continued on next page)

February , 1996 Commission Meeting	Montana State Library Commission meeting. Recommendations from the Montana Library Services Advisory Council will be presented. The Commission will determine grant award recipients and the amount of the award(s). (public welcome to attend; date, time, and place TBA)
Within 2 Weeks After February , 1996 Commission Meeting	The Montana State Library will notify all applicants of the Title II grant awards based on the Commission's action. Any person or group submitting a proposal for grant funds to the Montana State Library Commission shall have the right to appeal if the proposal is not funded. For additional information on the appeals process, refer to the General Information - Orange Section.

Libraries approved by the Commission to receive a grant shall not proceed with the project until: (1) all elements of the appeals process (if there are any appeals) are complete; (2) a grant agreement specifying requirements is signed and on file at the Montana State Library. (See Appendices for a sample grant agreement.)

TITLE II CONSTRUCTION PROJECTS -- APPLICATION INSTRUCTIONS

A. LETTER OF INTENT TO APPLY

Complete and mail one (1) copy of the Letter of Intent to Apply (page C-11) to the LSCA Specialist, Montana State Library, P.O. Box 201800, Helena, Montana 59620-1800 by August 25, 1995. **TELEFACSIMILE SUBMISSIONS ARE ACCEPTABLE.**

Submittal of the letter of intent to apply does not obligate the library to complete the Title II construction application process.

Remember, the requested amount of LSCA Funds must be matched on at least a dollar for dollar basis with local funds and in-kind contributions. (See "Local funds/In-kind services" on page C-8.)

Provide a brief but complete description of your proposed project in the space provided. If your project involves a building or site that is or may be of historical significance check the line provided for that purpose (see page C-2 "Eligibility Requirements & Criteria").

Signature and Title of Library Representative: this should be the signature of the chair of the library board.

B. SUMMARY OF PROJECT

Summary of Project (page C-12): In the space provided, briefly summarize the need for your project, the project goal(s) and objective(s), the methodology you plan to use, and the method by which you will evaluate the success of the project. **It is important that you concisely but completely describe your project in the space provided so that the Montana State Library can evaluate eligibility of the project.** Include beginning and completion dates of project.

C. APPLICATION

1. General

Complete and mail eight (8) copies (an original and seven (7) copies) of the Grant Application Materials, which consist of (1) Summary of Project, page C-12; (2) Project Application, pages C-13/C-18; (3) Project Narrative, and (4) Supporting Documentation (in that order only) to the LSCA Specialist, Montana State Library, P.O. Box 201800, Helena, Montana 59620-1800.

Complete and mail three (3) copies, all with original signatures, of the following: Assurances of Compliance with the Department of Health and Human Services regulation under Title VI of the Civil Rights Act of 1964 and Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion / Lower Tier Covered Transactions (see Appendices for these).

Complete and mail one (1) copy of each of the following: Assurances of Compliance, LSCA Title II and Certification Regarding Lobbying for Grants and Cooperative Agreements (see Appendices for these).

TELEFACSIMILE SUBMISSIONS ARE NOT ACCEPTABLE.

The application must be received at the Montana State Library by November 17, 1995. Applications received after the deadline will not be considered for funding.

Information provided in the Application is understood to be binding on the applicant. Any changes in a project from its description in the Application would require prior written permission from the Montana State Library.

Title II construction applications will be reviewed by the Title II Committee of the Library Services Advisory Council, according to the schedule on page C-5. The Committee will have full copies of eligible applications and will score them using the score sheet on page C-20.

The Library Services Advisory Council Title II Committee will report scores and make recommendations to the Library Services Advisory Council. The Advisory Council will then determine funding recommendations to be forwarded to the Montana State Library Commission, which makes the final grant award decisions according to the schedule on page C-5.

a) **GENERAL INFORMATION:** Provide all general information specified in the application.

Project Director: the person responsible for administering the LSCA Title II construction funds and receiving all correspondence from the Montana State Library.

Project Director's Address: the project director's address where all project correspondence from the Montana State Library will be sent.

Telephone of Project Director: the telephone number at which the project director may be contacted during normal working hours.

b) **PROPOSED PROJECT:** fill in spaces that are appropriate for your Title II construction project; if not applicable, place a N/A in that space.

c) **FINANCES AND PROJECT COST:** (Remember to round to the nearest dollar.)

"Local funds/In-kind services" refers to cash and the fair market value of services, materials, real estate donations, etc. that are provided at the local level and are an integral part of the project. ATTACH source and amount lists to application.

Examples: (1) An architect makes a written offer to provide free architectural services for a proposed library project. If the architect would normally charge $5,000 for such work, then his or her local in-kind service could be valued at $5,000. (2) The local lumber yard agrees in writing to supply the lumber for a proposed library project at cost. The in-kind donation amount that can be claimed by the library is the difference between the price that the lumber would normally sell for in that locale and the discounted price charged the library.

d) **PROJECT DETAILS:** a schematic drawing or floor plan and a written description of the program is to be submitted with the application. IF THE APPLICATION IS APPROVED, A COMPLETE SET OF CONSTRUCTION DOCUMENTS (INCLUDING A FINAL SET OF DRAWINGS BY A MONTANA LICENSED ARCHITECT) IS TO BE SUBMITTED FOR APPROVAL AFTER THE COMMISSION AWARDS THE GRANTS AND BEFORE THE BID IS ADVERTISED AND FUNDS ARE RELEASED.

Signature: should be signed by the proper authority.

D. PROJECT NARRATIVE

This section provides an opportunity for you to describe your project in more detail than allowed for on the Summary of Project page.

Statement of Need: Because the Library Services Advisory Council will give first preference to projects which: (1) reach new users; (2) reach the underserved, and; (3) provide new or increased services, describe your project in terms of impact to these groups giving specific descriptions of these groups, who they are, where they are, estimated size of group, and how much increased service you will be able to offer them.

A review of your library's Collection Management Policy (CMP) may help you identify the ties of your mission and/or library role to the needs your library is unable at this time to achieve. In addition to the review of your policy, **PLEASE ATTACH THE FOLLOWING SECTIONS FROM YOUR CURRENT APPROVED CMP TO THE PROJECT NARRATIVE** -- (1) A.1. MISSION STATEMENT; (2) A.3. COMMUNITY AND USER GROUPS DEFINED; (3) A.4. PATRON NEEDS AND SERVICES/PROGRAMS DEFINED; AND (4) ANY OTHER INFORMATION CONTAINED IN YOUR CMP THAT IS PERTINENT TO THIS PROJECT PROPOSAL. Please cite page numbers from your CMP for cross-reference.

If your project relates to only the second part (improving existing buildings) of the criteria listed on Page C-2 (Eligibility Requirements & Criteria for LSCA Title II Construction Grants), describe the impact on your community.

Evaluation: Describe how you propose to evaluate the results of your project. Provide descriptions of criteria to be examined, qualitative and quantitative measurements you intend to use, timelines, and survey instruments (before and after analyses may be helpful). The evaluation should address whether the project met its objectives: (1) reached new users? (2) reached the underserved? (3) provided new or increased services? Additionally, describe how your evaluation results will be compiled, reported, and disseminated.

There will be a final report due within 6 months of completion of the project. Interim reports may also be required at the direction of the Montana State Library.

E. SUPPORTING DOCUMENTATION

Supporting documentation may be helpful in establishing the credibility of the project. Include current letters from those individuals, organizations, and/or governmental entities which will be impacted by and/or assist in the project. Letters of support may be considered an indicator of local support for the project. Pictures demonstrating the need for the proposed project and other appropriate documentation may also be included.

F. GRANT AGREEMENT

PLEASE BE AWARE THAT AFTER THE MONTANA STATE LIBRARY COMMISSION (MSLC) AWARDS A GRANT AND BEFORE A PROJECT IS AUTHORIZED TO COMMENCE, THE AWARD RECIPIENT(S) MUST SIGN A GRANT AGREEMENT WITH THE MONTANA STATE LIBRARY. THIS AGREEMENT INSURES THAT THE APPROVED LSCA PROJECT WILL ADHERE TO SPECIFIC ASSURANCES AND PROVISIONS REQUIRED BY FEDERAL AND STATE REGULATIONS AND MSLC POLICIES. SOME OF THE REQUIRED ASSURANCES INVOLVE FISCAL PROCEDURES, CONFLICT OF INTEREST, EXAMINATION OF RECORDS, DEFAULT, COPYRIGHT AND PUBLICATION, LABOR REQUIREMENTS, HANDICAPPED ACCESS, ETC. SOME OF THE ADDITIONAL FORMS THAT MUST BE SIGNED INCLUDE "ASSURANCES-CONSTRUCTION PROGRAMS," "CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS," "CERTIFICATION REGARDING DEBARMENT." (SEE APPENDICES FOR COPIES OF THESE.)

LETTER OF INTENT TO APPLY
FOR A FY 1996 LSCA TITLE II CONSTRUCTION GRANT

(NOTE: Submittal of this form does not obligate the library to complete the Title II application process)

It is the intention of the _____ Library to make application to the Montana State Library Commission through the Montana State Library for $_____ of LSCA FY 1996 Title II construction funds. The requested amount of LSCA funds must be matched on a dollar for dollar basis with locally obtained funds which can include in-kind contributions.

The total estimated project cost is $_____.

Please check all of the following which apply to your proposed project:

____ New Construction ____ Purchase Existing Structure ____ Increase Handicapped Access
____ Remodel/Renovation ____ Improve Energy Conservation ____ Historic Building or Site

Please provide a very brief but complete description of your proposed construction project:

_____ _____
(Print Name and Title of Library Representative) (Telephone Number)

_____ _____
(Signature of Library Representative) (Date)

LIBRARY SERVICES & CONSTRUCTION ACT TITLE II
SUMMARY OF CONSTRUCTION PROJECT

OFFICE USE ONLY

Library Name/City: _____

Total Cost of Project $_____ Amount requested from LSCA: $_____

Description of Project:

LIBRARY SERVICES AND CONSTRUCTION ACT
TITLE II CONSTRUCTION FUNDS PROGRAM

APPLICATION

I. GENERAL INFORMATION

A. Date:_____

B. Legal name and location of applicant library:_____

_____

C. Mailing address:_____

_____

D. Name of Library Director:_____

E. Name of Project Director (All communications will be sent to this person):_____

_____

F. Mailing address:_____

_____

G. Telephone:_____

II. PROPOSED PROJECT

A. Project size and capacity comparisons:

1. If you are constructing a new building:

	Current Library	Proposed Library
a. Square Footage	_____	_____
b. Materials Capacity (linear ft., shelf area)	_____	_____
c. Seating Capacity -- Public Reading Area	_____	_____
d. Seating Capacity -- Public Meeting Rooms	_____	_____

2. If you are remodeling, or making an addition, to an existing library building:

	Current Library	Proposed Library
a. Square Footage	_____	_____
b. Materials Capacity (linear ft., shelf area)	_____	_____
c. Seating Capacity -- Public Reading Area	_____	_____
d. Seating Capacity -- Public Meeting Rooms	_____	_____

3. If you are purchasing an existing building for conversion into a library:

	Current Library	Proposed Library
a. Square Footage	_____	_____
b. Materials Capacity (linear ft., shelf area)	_____	_____
c. Seating Capacity -- Public Reading Area	_____	_____
d. Seating Capacity -- Public Meeting Rooms	_____	_____

e. The existing building was previously used as _____, and will be _____/ has been _____ acquired.

B. Name of architect/or other individual responsible for preliminary drawings:

_____

Business address and phone number of above (include firm name if applicable):

_____

_____

C. Area and population to be served:

1. Describe the area which the building will serve - name(s) of city, county or portions of:

_____

_____

2. 1990 U.S. Census population of the area described above:

_____

D. Does the facility comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped", and the requirements of the Americans with Disabilities Act?

Existing Building: _____ yes _____ no

Proposed Library Building: _____ yes _____ no

Verified by what source: _____.

If no, describe how the grant will ensure accessibility: _____

_____

III. FINANCES AND PROJECT COSTS (round to the nearest dollar)

A. Past and present financial support of library:

	FY 1993/94 Expenditures	FY 1994/95 Expenditures	FY 1995/96 Budget
Library materials books, audiovisuals, periodicals, documents	$_____	$_____	$_____
Salaries (and benefits)	_____	_____	_____
Operating Expenditures	_____	_____	_____
Other	_____	_____	_____
TOTAL	$_____	$_____	$_____

B. Estimated project costs: (round to nearest dollar). (Do not include books or other library materials.)

	Estimate
1. Purchase of Existing Building	$_____
2. Site Acquisition	_____
3. Construction	_____
4. Expansion, Remodeling or Alteration	_____
5. Equipment	_____
6. Architect's Fees and Related Costs	_____
7. Legal Costs	_____
8. Administrative Costs	_____
9. Other (list on separate page)	_____
TOTAL ESTIMATED PROJECT COST	$_____

C. Local Funds/Value of In-Kind Services available now (Date of Application) or spent on project to date for preliminary, non-construction work.

1. Tax levy or general funds	$_____
2. Bond, amount authorized for this project only	_____
3. Accumulated capital construction/improvement fund	_____
4. Other, including in-kind contributions at fair market value for similar construction projects (e.g. labor, materials) **(ATTACH source and amount list)**	_____
TOTAL LOCAL FUNDS NOW AVAILABLE	$_____

D. Local Funds/Value of In-Kind Services anticipated to be collected and spent on project (do not repeat funds cited in "C" above).

1. Tax levy or general funds	$_____
2. Bond, amount authorized for this project only	_____
3. Capital construction/improvement fund	_____
4. Other pledges, including in-kind contributions at fair market value for similar projects (e.g. labor, materials) **(ATTACH source and amount list)**	_____
TOTAL LOCAL FUNDS ANTICIPATED	$_____

E. Summary of Project Funding:

1.	Total Local Funds NOW AVAILABLE - from III.C.	$_____
2.	Total Local Funds ANTICIPATED - from III.D.	$_____
3.	Total Local Funds To Be Used For Project - 1. + 2.	$_____
4.	Amount of LSCA Funds Requested: (Remember that federal LSCA funds must be matched by local funds on at least a dollar for dollar basis. Round to the nearest dollar.)	$_____
	TOTAL ESTIMATED PROJECT COST	$_____

IV. PROJECT DETAILS

A. Square Footage Costs:

Square footage of (proposed building) or (area remodeled):
(cross out inapplicable term) _____

Estimated cost for building or remodeling per square foot: _____
(includes estimated costs of demolition, materials, labor and architectural fees)

B. Estimated schedule of project (if application approved):

1. A schematic drawing or floor plan and a written description of the program is to be submitted with the application. IF THE APPLICATION IS APPROVED, A COMPLETE SET OF CONSTRUCTION DOCUMENTS (INCLUDING A FINAL SET OF DRAWINGS BY A MONTANA LICENSED ARCHITECT) IS TO BE SUBMITTED FOR APPROVAL AFTER THE COMMISSION AWARDS THE GRANTS AND BEFORE THE BID IS ADVERTISED AND FUNDS ARE RELEASED.

2. Estimated beginning date of construction: _____

3. Estimated ending date of project: _____

4. Projects should be planned to be completed in a timely manner.

C. Applicant agrees to comply with the **Assurances of Compliance** listed in Appendices Section.

_____ yes _____ no

D. Before responding to the following four questions, it is advised that appropriate legal counsel be consulted.

1. Is the applicant legally established and in legal compliance according to 22-1-308 to 22-1-317 or Title 7 Montana Codes Annotated (MCA)?

_____ yes _____ no

2. Is the Library Board of Trustees in legal compliance according to 22-1-308 to 22-1-317 Montana Codes Annotated (MCA) or as provided in Title 7, MCA?

_____ yes _____ no

3. Is the Library Board of Trustees in legal compliance with 18-8-204 MCA, 18-2-122 MCA and 18-2-113 MCA regarding the employment of an architect?

_____ yes _____ no

4. Does the city or county, which is responsible for library service, have or will be able to obtain a full title or other interest in the site or building, including right of access, that is sufficient to insure the applicant's undisturbed use and possession of the facilities for 20 years? (Applicant has an obligation for restoration of federal equity in the project, if this commitment is not carried out.)

_____ yes _____ no

4a. If no was checked on question # 4, explain legal authority to site or building:

_____

_____

When will site or building be available? _____

4b. If yes was checked on question # 4, give location and date of purchase of site or building: _____

4c. Does site have buildings on it? _____ yes _____ no

4d. Has site or building been studied for flood hazards? (please provide documentation) _____ yes _____ no

4e. Will it be necessary to relocate any utilities? _____ yes _____ no

4f. Will it be necessary to relocate any residents? _____ yes _____ no

I, _____ do hereby certify that all of
(Applicant)
the facts, figures and representations made in this application, including all exhibits and attachments hereto and hereby made a part of this application are true and correct to the best of my knowledge and belief.

_____ _____
Chair, Board of County Commissioners or Mayor, City Council or City Commission — Date

_____ _____
Chair, Library Board of Trustees — Date

Applications must be received at the office of the LSCA Specialist, Montana State Library, P.O. Box 201800, Helena, MT 59620-1800 by November 17, 1995. **FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.**

LIBRARY SERVICES AND CONSTRUCTION ACT - TITLE II

APPLICATION CHECKLIST FOR CONSTRUCTION PROJECTS

_____ **Submit to the State Library <u>one copy</u> of:**

____ Letter of Intent to Apply (signed) -- (due by 08-25-95)

____ Submission of Collection Management Policy -- signed by local governing body and sent for approval by the Montana State Library -- (due on or before 08-11-95)

____ Collection Management Policy approved and on file at the Montana State Library -- (due by 09-08-95)

____ Assurances of Compliance, LSCA Title II (signed) -- (due by 11-17-95)

____ Certification Regarding Lobbying for Grants and Cooperative Agreements (signed) -- (due by 11-17-95)

_____ **Submit to the State Library original and <u>seven copies</u> of:**

____ Summary of Project Sheet -- (due by 11-17-95)

____ Project Application with drawings and/or floor plans (signed) -- (due by 11-17-95)

____ Project Narrative including attached Collection Management Policy sections, see p. C-9. -- (due by 11-17-95)

____ Supporting Documentation -- (due by 11-17-95)

_____ **Submit to the State Library <u>three copies (all with original signatures)</u> of:**

____ Assurances of Compliance with the Department of Health and Human Services regulation under Title VI of the Civil Rights Act of 1964 -- (due by 11-17-95)

____ Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion / Lower Tier Covered Transactions -- (due by 11-17-95)

SAMPLE SCORE SHEET FOR LSCA TITLE II APPLICATIONS
(Used by reviewers, do not submit with application)

POINTS

CATEGORY I PRIMARY CRITERIA

_____ (Maximum 40)

A. 1. New or Increased Services (or)
2. Reaching New Users or the Underserved

Rationale:_____

OR _____

_____

- - OR - -

_____ (Maximum 30)

B. 1. Energy Conservation (or)
2. General Inadequacy of Present Facilities

Rationale: _____

_____

_____

- -

CATEGORY II ADVANCED STAGES OF PLANNING

_____ (Maximum 10)

A. Architectural Drawings (where appropriate, design indicates preparedness for future technology enhancement)

Rationale: _____

_____

_____

_____ (Maximum 10)

B. Ability to Identify and Generate Matching Funds

Rationale:_____

_____

_____

CATEGORY III ECONOMY OF SCALE

_____ Cost per Square Foot and/or Practicality of Plans
(Maximum 10)

Rationale: _____

_____

_____

CATEGORY IV SOUNDNESS OF EVALUATION PLAN

_____ Specifics of Evaluation Plan, Including Methods
(Maximum 10)

Rationale: _____

_____

_____

_____

CATEGORY V EVIDENCE OF COMMUNITY SUPPORT

_____ From Patrons, Potential New Users, Government Leaders, Other Groups or
(Maximum 20) Educators, Newspapers, and Press

Rationale: _____

_____

_____

_____

TOTAL POINTS
(100 Possible if # I.A. or 90 Possible if # I.B.)

COLLECTION MANAGEMENT POLICY

Questions regarding the LSCA application process should be directed to:

LSCA Specialist
Montana State Library
P.O. Box 201800
Helena, MT 59620-1800
406-444-5350

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INTRODUCTION

• To be eligible to submit a grant application, Montana libraries must have an approved Collection Management Policy on file at the Montana State Library. Collection Management Policies, considered and formally adopted by governing entities, are a prerequisite to maintaining a useful materials collection. Accordingly, the Montana State Library Commission now requires that any entity applying to the Commission for any grants after July 1, 1986, shall have an approved written collection management policy in place and on file at the Montana State Library (MSL).

• In order to meet the September 8, 1995 collection management policy deadline for this grant cycle, libraries should follow this procedure: write policy with local approval; submit policy to MSL for review by August 11, 1995 (MSL will approve or return revision comments within 20 working days); if policy is not approved, the library should revise it in accord with MSL's comments and re-submit the policy to MSL for another review; this process continues until an approved policy is on file at MSL.

• This requirement does not preclude a library from working on a grant application while simultaneously completing work on a collection management policy. However, a grant application will not be considered eligible unless the collection management policy requirements have been met.

TIMETABLE

August 11, 1995	Deadline for applicants to submit a Collection Management Policy for approval in this FY '96 grant cycle
September 8, 1995	Deadline to have an approved Collection Management Policy on file at the Montana State Library for FY '96 LSCA Titles I, II & III Grants.

COLLECTION MANAGEMENT POLICY OUTLINE

The attached policy outline includes those elements which meet the criteria established by the Montana State Library Commission for its Blacktail Mission Statement:

> Collection management policies, considered and formally adopted by governing entities, are a prerequisite to maintaining a useful materials collection. Accordingly, the Commission now requires that any entity applying to the Commission for any grants after July 1, 1986, shall have a written collection management policy in place.

It is important, therefore, that all libraries in Montana develop and adopt a policy in order to be eligible for future funds which are administered by the Commission.

This is an outline for a collection management policy, not a selection policy. A selection policy describes the procedures and policies for adding material to the collection. A collection management policy includes the elements of a selection policy, but it also describes how the library's collection serves its users, where the strengths and weaknesses are, how the collection relates to those in other local libraries, and what the goals are for the development of the collection.

The policy should be written for the library staff, the library board, the governing organization, and the patrons of the library. It should both guide the collection management activities and explain those activities and their results to others.

The length of such a policy varies with the complexity of the collection and the complexity of the community of users the collection serves. Each category in the outline is important and should be addressed, at least to the extent appropriate for your library. Your statements within each category may vary from one sentence to several paragraphs. Unlike most policies, the collection management policy should err on the side of specifics rather than generalities. The questions and statements within each section of the outline are for your guidance in considering your library's situation and in writing the policy.

You may want to start with brief statements, especially if this is your first attempt at writing a collection management policy. The process of examining the current collection and planning for its development is more important than the actual document. Also, a collection management policy should not be static. It should be frequently reviewed and changed to reflect changes in the library's goals and in the collection itself.

A. INTRODUCTION

1. Mission Statement

   What is the library's reason for existence? What is the library's role in the community? The mission of the governing organization or parent institution may also be included.

2. Purpose of the Policy

   How will the policy be used for library management, planning, and accountability to the governing organization and library users?

3. Community and User Groups Defined

Briefly describe the community served (town, county, school, business, etc.) in terms of size, population, location, economic base, etc. Describe the primary, secondary and occasional users of the library in terms of ages, education levels, occupations, numbers, frequency of use, reasons for use, etc.

4. Patron Needs and Services/Programs Defined

What educational, recreational, and/or research needs must be met? Consider the needs of children, students, senior citizens, handicapped, business people, and other segments of the population. What services and/or programs does the library offer to meet these needs? (Examples: children's programs, homebound service, literacy tutoring, online database searching, telefax delivery of interlibrary loan materials, etc.) What needs are not being met?

5. Brief General Statement Describing the Collection

In general, how would you describe the library's collection? What is the size (in volumes or titles)? By how much does it grow each year? What reading or information levels (preschool, school levels, adult, technical/professional) are collected?

6. Cooperative Collection Management & Interlibrary Loan

How does use of interlibrary loan affect collection decisions? What cooperative agreements, if any, are in effect? Do you have deposit collection arrangements with other libraries, classroom teachers, the jail, nursing homes, etc.? Are the holdings of other libraries in WLN or within the community considered before a title is purchased? Under what circumstances?

B. GENERAL PRIORITIES, LIMITATIONS AND POLICIES

1. Chronological Coverage

This refers primarily to the publication dates of the titles in the collection. Do you have mostly current information? Are older publications kept for historical or research purposes? Distinguish between older material intentionally retained and material that needs to be withdrawn.

2. Formats

Describe which formats of information the library collects: books, periodicals, newspapers, sound recordings, videotapes, films, slides, software, microfilm, CD-ROM, online databases, etc. Are paperbacks, textbooks, large print or microforms purchased or collected? Under what circumstances and to what extent? Is there a need to collect in a format you don't yet have?

3. Multiple Copies

Does the library normally purchase multiple copies of books or other items? How is the determination made to purchase or place in the collection duplicates?

4. Languages

   Is material collected in languages other than English? (Examples: "Maintain collection of adult and juvenile Spanish fiction." "Collect classic French and German literature to support undergraduate courses.")

5. Funding Considerations

   How are funds for materials obtained and allocated? Are funds obtained from any special sources, such as a trust fund, donation fund, friends group, grants? Are funding formulas tied to enrollment?

6. Collection Responsibilities and Selection Procedures

   Who selects materials? What general processes or procedures are involved? What criteria are used for selection? The information from an existing selection policy could be reviewed and added here.

7. Gifts Policy

   Do you accept anything offered? What do you add to the collection? How do you dispose of unwanted gifts? Do you accept gifts with "strings" or restrictions attached? Do you accept monetary gifts, bequests? Who makes the decisions about gifts? Be sure to mention that you do not appraise materials and therefore will give receipts only for the number of items, not for their value.

8. Collection Maintenance

   Why, when and by what criteria do you withdraw or weed items? (Examples of weeding guidelines: outdated information; poor physical condition; unneeded duplicates; subject not within scope of collection management policy.) Policies concerning rebinding, repair and replacements should be addressed here.

9. Complaints and Censorship

   Include the full procedure, policy and forms used by the library. The Library Bill of Rights, The Freedom to Read statement, and any other relevant policies should be appended to the collection policy.

C. SUBJECT AREAS COLLECTED

1. Subjects

   The detail of this section will depend on the size and needs of the library. Three common approaches are described below. Choose or adapt the one most relevant to your library's collection. Be as general or as specific as you need to be to have useful information for development of the collection.

   a. Broad categories, e.g. History, Science & Technology, Social Sciences, Literature, General Reference, Religion, etc., or curriculum areas.

   b. Broad classification number categories:
      Dewey: 000's, 100's, 200's, 300's...
      Library of Congress: A's, B's, C's...

c. Specific classification number categories, for example:

Dewey:	900-909	History
	910, 914-919	Travel
	910-912, 914-919	Geography
	913	Archaeology
L.C.	E51-99	Indians of North America
	E101-135	Discovery & exploration of America
	E186-199	Colonial history
	E201-298	Revolution

2. Present Collection Levels

Within each of the subject categories established in section #1, give a brief description of your current collection in that subject. Be sure to include all formats: books, periodicals, audiovisual, government publications, etc. in your description and assessment of each subject area. At the minimum, give some indication of the strengths and weaknesses of your collection in each subject area. (Examples: "The library does not collect in this area." "Have current reference sources, 10-15 circulating books, but all are more than 25 years old.") You may combine brief descriptions with standard collection level descriptions, such as the following:

Out of scope	means the library does not collect in this subject.
Minimal level	have a few good items.
Basic level	have an up-to-date collection that will introduce readers to the subject and indicate the varieties of information available elsewhere.
Study level	have a collection adequate to support undergraduate instruction & sustained independent study. Includes material at all appropriate reading levels.
Research level	includes all the major published source material required for dissertation research.

If your library has used a conspectus methodology to assess the collection, you may choose to use the assessment level codes (0, 1a, 1b, 2a, etc.) in this section. [If you would like information about the conspectus method of assessment, please contact the State Library.]

3. Future acquisition levels or goals

Again within each subject area in section #1, indicate your needs and goals for that subject. How do you intend to change the collection? What are your priorities? Within what time frame? If the area needs weeding, or other specific action, that may be a goal in addition to the acquisition goals for new titles. (Examples: Weed "Science & Technology" collection by mid-1989. Upgrade "Medicine" collection from minimal to basic level by 1991. Work toward study level for "Local History" collection. Priorities are: Local history, current fiction, and business (adult collection); support for summer reading program (children's collection.)

4. Special collections

Describe any subject areas or format collections which the library maintains as a strong or unique collection. These may be materials that are shelved separately or that do not circulate. (Examples: rare books on the history of skiing; local history collection; slide collection; vertical file collection.)

[Note: Special collections require extra care and investments of time and money to properly maintain and develop. Consider carefully before starting a special collection. If you have one already, consider if it truly fits with the library's mission and collection goals. It may be more appropriate to integrate it into the general collection or to donate it to another library.]

5. Other considerations

Information on languages, formats and chronological coverage may be noted within each appropriate subject area, if the general statements in section B above are not sufficient for your library or if a particular subject segment is an exception. If a collection assessment has been done, information about the methods used, the personnel involved and the dates and depth of the process should be noted.

D. POLICY IMPLEMENTATION, EVALUATION, AND REVISION

How, when and by whom will the policy be reviewed and updated? Try to be specific. (Examples: "Every June by the librarian and trustees." "Every two years, beginning in 1990, by the library-faculty committee.")

The last item on the policy should be the official record of action. This should include dates and signatures of the significant parties concerned. For example:

_____

Librarian Date

_____

Chair, Board of Trustees Date

or whatever would constitute official action for a policy for your library. The action to adopt the policy should be recorded in the minutes of an official meeting.

MB/1-89
Montana State Library

COLLECTION DEVELOPMENT POLICY OUTLINE FOR SCHOOL LIBRARY MEDIA PROGRAMS

The attached policy outline includes those elements which meet the criteria established by the Montana State Library Commission for its Blacktail Mission Statement:

> Collection development policies, considered and formally adopted by governing entities, are a prerequisite to maintaining a useful materials collection. Accordingly, the Commission now requires that any entity applying to the Commission for any grants after July 1, 1986, shall have a written collection development policy in place.

It is important, therefore, that all libraries in Montana develop and adopt a policy in order to be eligible for future funds which are administered by the Commission.

This is an outline for a collection development policy, not a selection policy. A selection policy describes the procedures and policies for adding material to the collection. A collection development policy includes the elements of a selection policy, but it also describes how the library's collection serves its users, where the strengths and weaknesses are, how the collection relates to those in other local libraries, and what the goals are for the development of the collection.

The policy should be written for the library staff, the library board, the governing organization, and the patrons of the library. It should both guide the collection development activities and explain those activities and their results to others.

The length of such a policy varies with the complexity of the collection and the complexity of the community of users the collection serves. Each category in the outline is important and should be addressed, at least to the extent appropriate for your library. Your statements within each category may vary from one sentence to several paragraphs. Unlike most policies, the collection development policy should err on the side of specifics rather than generalities. The questions and statements within each section of the outline are for your guidance in considering your library's situation and in writing the policy.

You may want to start with brief statements, especially if this is your first attempt at writing a collection development policy. The process of examining the current collection and planning for its development is more important than the actual document. Also, a collection development policy should not be static. It should be frequently reviewed and changed to reflect changes in the library's goals and in the collection itself.

A. INTRODUCTION

1. Mission Statement
   What is the library's reason for existence? What is the library's role in the community? The mission of the governing organization or parent institution may also be included.

2. Purpose of the Policy
   How will the policy be used for library management, planning, and accountability to the governing organization and library users?

3. Community and User Groups Defined
   Briefly describe the community served (town, county, school, business, etc.) in terms of size, population, location, economic base, etc. Describe the primary, secondary and occasional users of the library in terms of ages, education levels, occupations, numbers, frequency of use, reasons for use, etc.

4. Patron Needs and Services/Programs Defined
   What educational, recreational, and/or research needs must be met? Consider the needs of children, students, senior citizens, handicapped, business people, and other segments of the population. What services and/or programs does the library offer to meet these needs? (Examples: children's programs, homebound service, literacy tutoring, online database searching, telefax delivery of interlibrary loan materials, etc.) What needs are not being met?

5. Brief General Statement Describing the Collection
   In general, how would you describe the library's collection? What is the size (in volumes or titles)? By how much does it grow each year? What reading or information levels (preschool, school levels, adult, technical/professional) are collected?

6. Cooperative Collection Development & Interlibrary Loan
   How does use of interlibrary loan affect collection decisions? What cooperative agreements, if any, are in effect? Do you have deposit collection arrangements with other libraries, classroom teachers, the jail, nursing homes, etc.? Are the holdings of other libraries in WLN or within the community considered before a title is purchased? Under what circumstances?

B. GENERAL PRIORITIES, LIMITATIONS AND POLICIES

1. Chronological Coverage
   This refers primarily to the publication dates of the titles in the collection. Do you have mostly current information? Are older publications kept for historical or research purposes? Distinguish between older material intentionally retained and material that needs to be withdrawn.

2. Formats

   Describe which formats of information the library collects: books, periodicals, newspapers, sound recordings, videotapes, films, slides, software, microfilm, CD-ROM, online databases, etc. Are paperbacks, textbooks, large print or microforms purchased or collected? Under what circumstances and to what extent? Is there a need to collect in a format you don't yet have?

3. Multiple Copies

   Does the library normally purchase multiple copies of books or other items? How is the determination made to purchase or place in the collection duplicates?

4. Languages

   Is material collected in languages other than English? (Examples: "Maintain collection of adult and juvenile Spanish fiction." "Collect classic French and German literature to support undergraduate courses.")

5. Funding Considerations

   How are funds for materials obtained and allocated? Are funds obtained from any special sources, such as a trust fund, donation fund, friends group, grants? Are funding formulas tied to enrollment?

6. Collection Responsibilities and Selection Procedures

   Who selects materials? What general processes or procedures are involved? What criteria are used for selection? The information from an existing selection policy could be reviewed and added here.

7. Collection Maintenance

   Why, when and by what criteria do you withdraw or weed items? (Examples of weeding guidelines: outdated information; poor physical condition; unneeded duplicates; subject not within scope of collection development policy.) Policies concerning rebinding, repair and replacements should be addressed here.

8. Complaints and Censorship

   Include the full procedure, policy and forms used by the library. The Library Bill of Rights, The Freedom to Read statement, and any other relevant policies should be appended to the collection policy.

9. Gifts Policy

   Do you accept anything offered? What do you add to the collection? How do you dispose of unwanted gifts? Do you accept gifts with "strings" or restrictions attached? Do you accept monetary gifts, bequests? Who makes the decisions about gifts? Be sure to mention that you do not appraise materials and therefore will give receipts only for the number of items, not for their value.

C. SUBJECT AREAS COLLECTED

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The detail of this section will depend on the size and needs of the library. Three common approaches are described below. Choose or adapt the one most relevant to your library's collection. Be as general or as specific as you need to be to have useful information for development of the collection.

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b. Broad classification number categories:
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c. Specific classification number categories, for example:

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	E186-199	Colonial history
	E201-298	Revolution

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If your library has used a conspectus methodology to assess the collection, you may choose to use the assessment level codes (0, 1a, 1b, 2a, etc.) in this section. [If you would like information about the conspectus method of assessment, please contact the State Library.]

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How, when and by whom will the policy be reviewed and updated? Try to be specific. (Examples: "Every June by the librarian and trustees." "Every two years, beginning in 1990, by the library-faculty committee.")

The last item on the policy should be the official record of action. This should include dates and signatures of the significant parties concerned. For example:

_____

Librarian Date

_____

Administrator Date

_____

Chair, Board of Education Date

or whatever would constitute official action for a policy for your library. The action to adopt the policy should be recorded in the minutes of an official meeting.

MB/1-89
Montana State Library

Distributed by Nancy Keenan, Superintendent
Office of Public Instruction

APPENDICES

Questions regarding the LSCA application process should be directed to:

LSCA Specialist
Montana State Library
P.O. Box 201800
Helena, MT 59620-1800
406-444-5350

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E. Certification Regarding Lobbying for Grants and Cooperative Agreements - white A-33

LSCA TITLES AND PRIORITIES

The LSCA has eight titles. Titles I, II and III are administered in Montana by the Montana State Library Commission and the Montana State Library. Titles IV and VI are grant programs administered directly by the U.S. Department of Education; if interested, apply directly to the U.S. Department of Education. (See Title Descriptions on page A-6.) Even though Titles V, VII and VIII are authorized, no appropriation has been made to fund them. Titles I and II of LSCA are limited to grants that benefit public libraries. The primary focus of Title III is to coordinate the resources of all types of libraries.

TITLE I: PUBLIC LIBRARY SERVICES

1. **Public Library Services to areas without services:**

   TO EXTEND PUBLIC LIBRARY SERVICES TO AREAS AND POPULATIONS WITHOUT THESE SERVICES - (This includes those areas of Montana in which no public library is established and operating under laws of the State.)

2. **Public Library Services to areas with inadequate services:**

   TO IMPROVE PUBLIC LIBRARY SERVICES TO AREAS AND POPULATIONS WITH INADEQUATE SERVICES - (This includes assisting libraries in making effective use of technology to improve services; and, subgrants to library systems or networks that include libraries other than public libraries.)

3. **Services to the Disadvantaged:**

   TO PROVIDE LIBRARY SERVICES FOR THE DISADVANTAGED IN URBAN AND RURAL AREAS - (This includes persons whose socio-economic or educational deprivation or whose cultural isolation from the general community may preclude their benefiting from public library services to the same extent as the general community benefits from these services. These disadvantages include, but are not restricted to, distance, residence, handicap, age, literacy level, and limited English-speaking proficiency.)

4. **Physically Handicapped:**

   TO PROVIDE LIBRARY SERVICES FOR THE BLIND AND PHYSICALLY HANDICAPPED - (This includes the providing of library services, through public or other nonprofit libraries, or organizations, to physically handicapped persons (including the blind and other visually handicapped) certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.)

5. **State Institutional Library Services:**

   TO ESTABLISH, EXPAND, AND OPERATE PROGRAMS AND PROJECTS TO PROVIDE STATE INSTITUTIONAL LIBRARY SERVICES - (This includes State Library programs as well as contracted services provided to specific institutions by public or other libraries.)

6. **Strengthening State Library Administrative Agency:**

TO STRENGTHEN THE STATE LIBRARY ADMINISTRATIVE AGENCY - (This involves strengthening the capacity of the State Library to meet the needs of the people of the State with regard to library services, facilities, and resources.)

7. **Major Urban Resource Libraries:**

TO STRENGTHEN MAJOR URBAN RESOURCE LIBRARIES - **(Not available in Montana; requires that a public library be located in a city having a population of 100,000 or more individuals.)**

8. **Strengthening Metropolitan Public Libraries:**

TO STRENGTHEN METROPOLITAN PUBLIC LIBRARIES WHICH SERVE AS NATIONAL OR REGIONAL RESOURCE CENTERS

9. **Limited English-speaking Proficiency:**

TO PROVIDE PUBLIC LIBRARY SERVICE TO PERSONS WITH LIMITED ENGLISH-SPEAKING PROFICIENCY - (This includes individuals who: (1) were not born in the United States or whose native tongue is a language other than English; (2) come from environments where a language other English is dominant; (3) are American Indian and Alaskan Natives and who come from environments where a language other than English has had a significant impact on their level of English language proficiency. Because of one of the preceding reasons, such persons have difficulty speaking, reading, writing, or understanding the English language; are denied the opportunity to learn successfully in classrooms where the language of instruction is English; and/or to participate fully in society.)

10. **Services to the Elderly:**

TO PROVIDE PUBLIC LIBRARY SERVICES FOR THE ELDERLY - (This means that all services and resources normally available to the general population will be available to persons over age 65, adjusted as necessary for this segment of the population.)

11. **Community Information Referral Centers:**

TO ASSIST LIBRARIES TO SERVE AS COMMUNITY INFORMATION REFERRAL CENTERS - (This is a center that provides information and makes referrals to link people in need of services to appropriate resources)

12. **Literacy Program:**

TO ASSIST LIBRARIES IN PROVIDING LITERACY PROGRAMS - (This includes the provision of literacy programs for adults and school dropouts. An adult with limited literacy skills means an adult whose minimal skills in reading, writing, or computation or in performing basic arithmetical computations preclude the individual from functioning in society without assistance from others.)

13. **Handicapped:**

TO MAKE LIBRARY SERVICES MORE ACCESSIBLE TO HANDICAPPED INDIVIDUALS - ("Handicapped" means, for purposes of this program, mentally retarded, hearing-impaired, speech-impaired, seriously emotionally disturbed, orthopedically-impaired, or otherwise health-impaired. Library services to the handicapped should include services as similar to those available to the total population as possible.)

14. **Intergenerational Library Programs:**

TO ASSIST LIBRARIES IN DEVELOPING INTERGENERATIONAL LIBRARY PROGRAMS - (This involves libraries developing after school literacy and reading programs that match older adult volunteers with unsupervised (latchkey) children to help these youth improve their reading skills.)

15. **Child Care Centers:**

TO ASSIST LIBRARIES IN PROVIDING MOBILE LIBRARY SERVICES AND PROGRAMS TO CHILD CARE PROVIDERS OR CENTERS - (This involves the extension of public library services to licensed or certified child-care providers or child-care centers.)

16. **Model Literacy Centers:**

TO ESTABLISH AND SUPPORT MODEL LIBRARY LITERACY CENTERS - (This involves the State library administrative agency working with other interested State agencies and nonprofit organizations to reduce the number of functionally illiterate individuals and to help them reach full employment.)

17. **Drug Abuse Prevention:**

TO ASSIST LIBRARIES IN PROVIDING MATERIALS AND CONDUCTING PROGRAMS AIMED AT PREVENTING AND ELIMINATING DRUG ABUSE - (This involves libraries in providing and displaying educational materials, and conducting community programs aimed at preventing and eliminating drug abuse, in cooperation with local education agencies, or other agencies or organizations.)

18. **Administration:**

ADMINISTRATION - ("Administration" means those activities required of the State Library administrative agency by the Library Services and Construction Act to: (1) qualify for assistance, (2) administer assistance, and (3) report the results thereof.)

TITLE II: PUBLIC LIBRARY CONSTRUCTION AND TECHNOLOGY ENHANCEMENT

1. TO ASSIST IN THE CONSTRUCTION AND RENOVATION OF PUBLIC LIBRARIES

2. TO ASSIST LIBRARIES IN ACQUIRING, INSTALLING, MAINTAINING OR REPLACING SUBSTANTIAL TECHNOLOGICAL EQUIPMENT

TITLE III: INTERLIBRARY COOPERATION AND RESOURCE SHARING

1. **Planning of Cooperative Library Networks:**

   TO ASSIST LIBRARIES IN PLANNING COOPERATIVE LIBRARY NETWORKS

2. **Establishing, Expanding and Operating Library Networks:**

   TO ASSIST LIBRARIES IN ESTABLISHING, EXPANDING AND OPERATING LIBRARY NETWORKS - (It should be noted that public and school libraries that cooperate to make school library resources available to the public when school is not in session may be reimbursed for those expenses.)

3. **Planning for Statewide Resource Sharing:**

   TO ASSIST LIBRARIES IN PLANNING FOR STATEWIDE RESOURCE SHARING

4. **Technological Capacity for Interlibrary Cooperation/Resource Sharing:**

   TO ASSIST LIBRARIES IN DEVELOPING THE TECHNOLOGICAL CAPACITY FOR INTERLIBRARY COOPERATION/RESOURCE SHARING - ("Interlibrary cooperation" means the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers.)

5. Preservation Programs

   TO ASSIST LIBRARIES IN ESTABLISHING PRESERVATION PROGRAMS - (Such preservation programs must be based on a statewide preservation cooperation plan that identifies preservation objectives and specifies methods by which the State library agency will work with libraries and other organizations concerned with preservation to develop plans, training, and service programs to ensure that endangered resources are preserved systematically.)

TITLE IV: LIBRARY SERVICES FOR INDIAN TRIBES *

1. To establish, extend, and improve public library services to Indian people living on or near reservations and Hawaiian natives.

TITLE V: FOREIGN LANGUAGE MATERIALS ACQUISITION

1. To assist state libraries and public libraries in the acquisition of foreign language materials.

TITLE VI: LIBRARY LITERACY PROGRAMS **

1. To assist state libraries in coordinating and planning literacy programs and making arrangements for training librarians and volunteers.

2. To assist public libraries in promoting the use of voluntary services in providing literacy programs, acquiring materials for literacy programs, and using library facilities for literacy programs.

TITLE VII: EVALUATION AND ASSESSMENT

TITLE VIII: LIBRARY LEARNING CENTER PROGRAMS

* If additional information concerning the Title IV Library Services for Indian Tribes or guidance in preparing an application is needed, please contact:

Louise Sutherland, Acting Director or Beth Fine, LSCA Title IV Program Officer
Discretionary Library Programs Division
Library Programs/OERI
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5571
Telephone: (202) 219-1315

** If additional information concerning the Title VI Library Literacy Programs or guidance in preparing an application is needed, please contact:

Patricia Murray, Judy Stark, or Mark Travaglini
LSCA Title VI Program Officers
Library Programs/OERI
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5571
Telephone: (202) 219-1315

SAMPLE LSCA TITLES I, II OR III NON-CONSTRUCTION SUBGRANT AGREEMENT FOR

LSCA PROJECT #??????? -

Name of Project

SUBGRANT AMOUNT: $00,000.00
PROJECT ADMINISTRATOR: Jane Doe

This AGREEMENT is made this ? day of January, 199?, by and between the Montana State Library, hereinafter referred to as the STATE LIBRARY, and the ??????? **Library, Anywhere, Montana,** hereinafter referred to as the LOCAL LIBRARY.

The parties to this AGREEMENT, in consideration of the mutual promises set forth herein, agree as follows:

SECTION I

The LOCAL LIBRARY agrees to do the following:

1. assume administrative responsibility for conducting **LSCA PROJECT #???????? - Name of Project** hereinafter referred to as THE PROJECT; and,

2. act in accord with the intent specified in the LOCAL LIBRARY'S FY '9? LSCA Title I, II, or III Project Application (Montana Library Services Advisory Council Reference #??-??); and,

3. comply with federal and state regulations requiring that a clear audit trail, appropriate receipts and fund status reports be available as necessary. (To maintain audit clarity, unexpended LSCA funds shall not be combined in the same account with non-LSCA funds, nor should unexpended LSCA funds be placed in interest-bearing accounts. In accordance with LSCA regulations, it is important that LSCA funds be expended as authorized in a timely manner. Funds reimbursing approved LSCA project expenditures will be considered disbursed upon written notification of the STATE LIBRARY that the LOCAL LIBRARY has received payment.); and,

4. submit requests for reimbursement accompanied by paid receipts from appropriate vendors or other evidence of incurred costs directly related to THE PROJECT to the LSCA Specialist of the STATE LIBRARY. The STATE LIBRARY will forward sufficient funds to the LOCAL LIBRARY to reimburse approved project expenditures (Please allow ten working days for State Library staff to process your reimbursement requests); and,

5. submit a quarterly summary report of THE PROJECT's financial transactions to the LSCA Specialist of the STATE LIBRARY during any and all fiscal year quarters in which there is LSCA financial activity for THE PROJECT. This financial report should be submitted to the STATE LIBRARY within 30 days of the close of the quarter being reported; and,

6. submit to the LSCA Specialist of the STATE LIBRARY by September 30 of each year during which THE PROJECT is active, a narrative summary report that explains to what extent THE PROJECT has met its goals and objectives. This progress report should also identify benefits and/or problems which resulted from THE PROJECT.

SECTION II

The STATE LIBRARY agrees to reimburse the LOCAL LIBRARY the sum of up to **????????????? ($00,000.00)** upon the occasion of the events described herein, and upon request, as approved expenses are incurred by the LOCAL LIBRARY in accordance with this AGREEMENT.

In the event that the LOCAL LIBRARY does not meet the terms of this AGREEMENT, the STATE LIBRARY may, at its discretion, exercise any or all of the following options:

1. withhold any unused funds until such time as the LOCAL LIBRARY is able to come into compliance with the terms of this AGREEMENT; and/or,

2. withhold any unused funds; and/or,

3. require that any or all LSCA funds previously disbursed to the LOCAL LIBRARY be returned to the STATE LIBRARY; and/or,

4. confiscate any or all equipment or other property purchased in whole or part with LSCA funds.

SECTION III

In the event of litigation concerning this AGREEMENT, venue shall be the First Judicial District in and for the County of Lewis and Clark, Montana, and this AGREEMENT shall be interpreted according to the laws of Montana.

In witness thereof, the parties hereto have executed this AGREEMENT.

STATE LIBRARY:

PRINT OR TYPE NAME	TITLE
SIGNATURE	DATE

LOCAL LIBRARY:

PRINT OR TYPE NAME	TITLE
SIGNATURE	DATE

ASSURANCES -- NON-CONSTRUCTION PROGRAMS -- TITLE I

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

---

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964(P.L. 88-352) with prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination of the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

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10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.c. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469 a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE 1 LSCA
APPLICANT ORGANIZATION	DATE SUBMITTED

SF 424B (4-88) Back

ASSURANCES -- NON-CONSTRUCTION PROGRAMS -- TITLE II

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

---

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964(P.L. 88-352) with prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination of the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

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10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.c. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469 a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE II LSCA
APPLICANT ORGANIZATION	DATE SUBMITTED

SF 424B (4-88) Back

ASSURANCES -- NON-CONSTRUCTION PROGRAMS -- TITLE III

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

---

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964(P.L. 88-352) with prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination of the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

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10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.c. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469 a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE III LSCA
APPLICANT ORGANIZATION	DATE SUBMITTED

SF 424B (4-88) Back

Certification Regarding Lobbying For
Grants and Cooperative Agreements
Title I

Submission of this certification is required by Section 1352, Title 31 of the U.S. Code and is a prerequisite for making or entering into a grant or cooperative agreement over $100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact on which the Department of Education relied when it made or entered into this grant or cooperative agreement. Any person who fails to file the required certification shall be subject to a civil penalty or not less than $10,000 and not more than $100,000 for each such failure.

Library Services and Construction Act, Title I

Organization Name — *PR/Award (or Application) Number or Project Name*

Name and Title of Authorized Representative

Signature — *Date*

ED 80-0008 — *12/89*

Certification Regarding Lobbying For
Grants and Cooperative Agreements
Title II

Submission of this certification is required by Section 1352, Title 31 of the U.S. Code and is a prerequisite for making or entering into a grant or cooperative agreement over $100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

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Library Services and Construction Act, Title II

Organization Name — *PR/Award (or Application) Number or Project Name*

Name and Title of Authorized Representative

Signature — *Date*

ED 80-0008 — *12/89*

Certification Regarding Lobbying For
Grants and Cooperative Agreements
Title III

Submission of this certification is required by Section 1352, Title 31 of the U.S. Code and is a prerequisite for making or entering into a grant or cooperative agreement over $100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

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This certification is a material representation of fact on which the Department of Education relied when it made or entered into this grant or cooperative agreement. Any person who fails to file the required certification shall be subject to a civil penalty or not less than $10,000 and not more than $100,000 for each such failure.

Library Services and Construction Act, Title III

Organization Name — *PR/Award (or Application) Number or Project Name*

Name and Title of Authorized Representative

Signature — *Date*

ED 80-0008 — *12/89*

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
Title I

This certification is required by the regulations implementing Executive Order 12549, D Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participant in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name And Title Of Authorized Representative

Signature Date

Instruction for Certification

1. By signed and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If its later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that is certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set our in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and voluntary Exclusion--Lower Tier Covered Transaction,: without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequently by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render tin good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
Title II

This certification is required by the regulations implementing Executive Order 12549, D Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

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Name And Title Of Authorized Representative

Signature Date

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Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
Title III

This certification is required by the regulations implementing Executive Order 12549, D Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

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FY '9? LSCA TITLE II CONSTRUCTION GRANT AGREEMENT

GRANT AGREEMENT

This AGREEMENT is made this (date), by and between the Montana State Library, hereinafter referred to as the STATE LIBRARY, the (name of library), hereinafter referred to as the LOCAL LIBRARY, and the Library Board of Trustees of the (name of library) of (city), hereinafter referred to as the BOARD OF TRUSTEES.

The parties to this AGREEMENT, in consideration of the mutual promises set forth herein, agree as follows:

SECTION I

The LOCAL LIBRARY and the BOARD OF TRUSTEES agree to do the following:

1. (brief description of project);

2. Provide matching funds in the amount of (dollar amount) for the above-described project;

3. Submit the following items to the STATE LIBRARY for review and approval:

   a. Copy of architect-owner agreement;
   b. Preliminary budget showing estimated expenditures for entire project;
   c. Plans and specifications prepared by architect;
   d. Copies of bid tabs;
   e. Copies of owner-contractor agreement in duplicate.

4. Submit any proposed change in the project to the STATE LIBRARY for approval prior to implementation of the changes.

The LOCAL LIBRARY and the BOARD OF TRUSTEES further agree to the following terms and conditions:

1. That they will not call for bids for construction until the receipt by them of written approval of the bid documents by the STATE LIBRARY. The LOCAL LIBRARY and the BOARD OF TRUSTEES further agree to require compliance by all contractors with:

   a. Determination of applicable wage rates for the Project: (1) For projects with a total cost under $2,000: Davis-Bacon Act or Montana Prevailing Wage rates do not apply. (2) For projects with a total cost ranging from $2,000 to $25,000: Davis-Bacon Act wage rates are required. (3) For projects with a total cost above $25,000: The higher of either the Davis-Bacon Act or the Montana Prevailing Wage rates apply.

   b. Projects in excess of $10,000 shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as mandated by Executive Order 11375;

c. All contracts shall comply with Copeland Anti-Kickback Act;

d. All contracts shall comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act;

e. Federal assurances attached.

2. That the building codes of Montana will be observed. The project will be approved by the local building official. If there is no local building official, the local library will contact the Montana State Library for assistance.

3. That the project will be advertised or placed on the market for bidding according to the appropriate sections of the Montana Code Annotated.

4. That all financial records shall be kept on a generally recognized accounting basis and shall be available to the STATE LIBRARY or its authorized representative at mutually convenient times.

5. That they will specify and state, in all publicity concerning the project, that Federal Library Services and Construction Act--Title II funds are being utilized and that these funds are provided through the Montana State Library Commission.

6. That they will notify the STATE LIBRARY when the project is completed.

SECTION II

The STATE LIBRARY agrees to reimburse the LOCAL LIBRARY and the BOARD OF TRUSTEES the sum of (dollar amount) upon the occasion of the events described herein, in periodic sums set out in SCHEDULE A, attached hereto and incorporated herein by this reference.

The STATE LIBRARY will have the right to and shall, prior to the call for bids on the project, review and approve all plans, specifications, budgets, and other documents pertinent to the project. The STATE LIBRARY will seek approval of the plans and specifications by the Building Codes Bureau of the Montana Department of Commerce, if there is no local building official. The STATE LIBRARY will provide the latest federal wage rates to the LOCAL LIBRARY and the BOARD OF TRUSTEES.

The STATE LIBRARY will have the right to inspect the construction site and all work thereon at any time, and may do so prior to making any of the payments described in SCHEDULE A.

The grant application is attached hereto and incorporated herein by this reference.

In the event of litigation concerning this AGREEMENT, venue shall be the First Judicial District in and for the County of Lewis and Clark, Montana, and this AGREEMENT shall be interpreted according to the laws of Montana.

In witness thereof, the parties hereto have executed this AGREEMENT.

STATE LIBRARY	DATE
LOCAL LIBRARY	DATE
BOARD OF TRUSTEES	DATE

Reimbursements by the STATE LIBRARY to the LOCAL LIBRARY and the BOARD OF TRUSTEES will be made in accordance with the following schedule:

SCHEDULE A

Approval by the STATE LIBRARY of the Bid documents and receipt of the owner-contractor agreement by the STATE LIBRARY: Reimburse-ment - 45% of the total grant amount.

Approval by the STATE LIBRARY of the Architect's Certificate at or about 50% completion of the project: Reimbursement - 45% of the total grant amount.

Approval by the STATE LIBRARY of the Architect's Certificate at completion of project: Reimbursement - 10% of the total grant amount.

ASSURANCES -- CONSTRUCTION PROGRAMS -- TITLE II

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modigy the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directivs and will incldue a covenant in the title of real property acquired inwhole or in part with Federal Assistance funds to assure nondiscrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regrad to the drafting, review and appreoval of construction plans and speficiations.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specification and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

10. Will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964(P.L. 88-352) with prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination of the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Standard Form 424D (4-88)
Prescribed by OMB Circular A-102

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11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

14. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.c. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469 a-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE II LSCA
APPLICANT ORGANIZATION	DATE SUBMITTED

SF 424D (4-88) Back

ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES REGULATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964*

(Name of Applicant) (hereinafter called the applicant)

HEREBY AGREES THAT it will comply with Title IV of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by our pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to the title, to the end that, in accordance with Title VI of the Act and the regulation, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or to be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department; and *HEREBY GIVES ASSURANCE THAT* it will immediately take any measures necessary to effectuate this Agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is to be provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of this Applicant.

Date (Applicant)

(Applicant's Mailing Address)

(President, Chairman of Board, or comparable authorized official)

***NOTE:** Three copies of this form must be originally signed and presented with each application. ONLY THREE COPIES ARE REQUIRED FOR EACH APPLICATION. HEW-441 (12-64) (Dept. of Ed.)*

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
Title II

This certification is required by the regulations implementing Executive Order 12549, D Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participant in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name And Title Of Authorized Representative

Signature Date

Instruction for Certification

1. By signed and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If its later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that is certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set our in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and voluntary Exclusion--Lower Tier Covered Transaction,: without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequently by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render tin good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Lobbying For
Grants and Cooperative Agreements
Title II

Submission of this certification is required by Section 1352, Title 31 of the U.S. Code and is a prerequisite for making or entering into a grant or cooperative agreement over $100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact on which the Department of Education relied when it made or entered into this grant or cooperative agreement. Any person who fails to file the required certification shall be subject to a civil penalty or not less than $10,000 and not more than $100,000 for each such failure.

Library Services and Construction Act, Title II

Organization Name — *PR/Award (or Application) Number or Project Name*

Name and Title of Authorized Representative

Signature — *Date*

ED 80-0008 — *12/89*

ADDENDUM

Montana LSCA
Long Range Program
FY '96 Update

STATE OF MONTANA

LIBRARY SERVICES AND CONSTRUCTION ACT

LONG RANGE PROGRAM

1994-1996

FY 1996 UPDATE

Approved by the Montana State Library Commission on December 6, 1994

MONTANA STATE LIBRARY COMMISSION

MONTANA LIBRARY SERVICES ADVISORY COUNCIL

MONTANA STATE LIBRARY

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PREFACE

This FY 1996 Update to Montana's Library Services and Construction Act (LSCA) Long Range Program 1994-1996 was officially approved by the Montana Library Services Advisory Council on November 18, 1994, and recommended for adoption by the Montana State Library Commission. The Montana State Library Commission adopted this plan on December 6, 1994. Copies of this planning document are available to the public through interlibrary loan or on-site reference use courtesy of the Statewide Library Resources Program of the Montana State Library, 1515 E. Sixth Avenue, P.O. Box 201800, Helena, Montana 59620-1800. This document is required by the federal Library Services and Construction Act; it represents a "blueprint" for what will be done during the coming years in order to improve library services statewide.

This FY 1996 update indicates that this document continues to be a work in progress. In consultation with the U.S. Department of Education (USDE), the Montana State Library (MSL) and the Montana Library Services Advisory Council (Council) are working together to improve the scope and the detail of Montana's LSCA Long Range Program.

During the spring and summer of 1994, a special committee of the Council undertook the task of revising existing needs statements and writing new needs statements for each of the LSCA priorities contained in this program. (Formerly, Montana's LSCA long range program dealt only with those LSCA priorities emphasized by the Montana State Library Commission, not with all the LSCA priorities as the USDE has directed the state to do in the future.)

In order to meet the federal deadlines for submission of annual programs and long range program updates, the Council decided to submit this revised version of the long range program with its strengthened needs statements to the USDE as Montana's FY 1996 update. Meanwhile, additional Council committees have been appointed to continue working on improving the long range program by specifically focusing on the following:

writing goals and objectives for those LSCA priorities that lack them;

making all objectives more specific and measurable;

including an evaluation component that uses tools designed to measure the effectiveness of LSCA projects both quantitatively and qualitatively, and

providing a methodology for consistent and effective public input into, and review of, this important planning document.

It should be noted that the original version of this document began with an initial draft written by members of the Council and MSL staff. This initial draft drew heavily on three documents: "Report of the Blue Ribbon Panel on Libraries at Risk to the Montana State Library Commission (December 12, 1990)," "That Every Citizen Be Information Rich: Final Conference Report of the 1991 Montana Governor's Conference on Library and Information Services," and "Information 2000: Summary Report of the 1991 White House Conference on Library and Information Services." After two additional drafts were refined by the entire Council, the third draft was distributed statewide for public input. In September 1992, three public hearings were held around the state to provide an opportunity for public reaction and input on the long range program. A final draft incorporating the public input received at the hearings and in writing was submitted to the Council for approval in October 1992.

As required by LSCA, this long range program will be reviewed by the Council annually to update program needs. Any resulting revisions will be reported to the USDE and also will be reflected in locally available copies of this document.

The accompanying "Montana Library Services and Construction Act (LSCA) Grant Manual: Title I, Title II, and Title III - Fiscal Year 1996" explains to LSCA subgrant participants the application policies and procedures that regulate the LSCA subgrant application process. This manual also outlines the appeals process for denial of a grant as per the Administrative Rules of Montana.

MONTANA LSCA LONG RANGE PROGRAM: 1994-1996

Introduction

The 1994-1996 Long Range Program for the State of Montana addresses unique community needs served by libraries in Montana, as well as LSCA priorities.

BACKGROUND:

Montana's population according to the 1990 census figures was 799,065. The U.S. Bureau of Census 1992 Estimates of Population indicate a 2.9% increase up to 822,347. These few people occupy the geographically fourth largest state in the U.S. with an area of 147,046 square miles.

Library service is provided to this population by a combination of 83 public libraries with 28 branches, 437 school libraries, 24 academic libraries, 6 institutional libraries, and 61 special libraries. Public libraries and their outlets provide service in varying degrees to 54 of the state's 56 counties. County populations range from about 500 to about 115,000 [see map on next page {map not reducible for draft will appear only in final}].

Those under 18 years comprise 27.8% of the total 1990 population. Almost 250,000 men and women in the state are between 25 and 44 years old (31% of the total population) and another 15% of the population is between the ages of 45 and 64. Those 65 years and over comprise 13.3%. The largest ethnic population (6%) in the state is American Indian. Over 16% of the population is below the poverty level of income.

The average per capita expenditure spent on public library services in Montana is $9.02 compared to the national average expenditure for public library services of $16.69.

These statistics indicate the basic problem in delivering library service throughout the state -- low population density and limited resources. The December 1990 Report of the Blue Ribbon Panel on Libraries at Risk to the Montana State Library Commission, page 7 makes the case very well:

> In the 1990's Montanans in search of information have substantial unmet needs. Montana is a state with a very high level of literacy and educational attainment. But Montana is vast, sparsely populated and financially poor. The decade of the 90's promises to be a period of challenge, change and opportunity. To meet the challenge

> and capture these opportunities, Montanans need information. Fortunately, the technology of the information age, with computer networks and shared data is well-suited for a large state like Montana. But putting the new information technology to work will require a higher level of cooperation, a commitment to use our limited financial resources in the most efficient manner possible, and the dedication of additional financial resources. . . . The Panel finds that libraries have historically been prominent in the information mainstream, and they should continue to play a vital role in the 90's.

The importance of technology is also stressed in Electronic Information Access: Montana's Gateway to the Future:

> We can ill afford to allow Montanans to . . . become separated technologically and informationally. In other words, Montana cannot live in an isolationist void if we are to interact and compete with the rest of the world.

The State Library Commission and the Advisory Council have also responded to this recognized need by placing greater emphasis on technology and network infrastructure for FY 96.

TITLE I - Public Library Services

TITLE I
PRIORITY #1 - To extend Public Library Services to Areas without Services:

NEED:

Two Montana counties comprising 2,154 square miles have no public library. (These two counties, however, contract with neighboring libraries for minimal service.) This is tragic, but this lack of service is equalled in the many areas whose public libraries are unable to serve the needs of their diverse populations. Many people with special needs are not served by their local public libraries.

For example there are libraries in basements of buildings with no access for people with disabilities, and many libraries with no resources for people needing material in special formats. Some Montanans must travel more than fifty miles one-way to the closest public library, which may be open less than 25 hours a week.

Eight communities have worked to meet the need for a public library by combining school and public library services in one community facility.

Most public libraries in Montana have no connectivity to the Internet or state electronic network. When statewide services are available electronically, these libraries are unable to take advantage of them, and cannot offer these service to their local communities.

GOAL 1:

To ensure that all Montana residents have access to public library services currently recognized as appropriate.

Objective 1.1:

The State Library will offer assistance in improving services to those areas without public library service.

Activities:

- Consulting assistance will be provided by the State Library to the two counties currently without public library service to draft a plan of public library service for the counties.
- The State Library will monitor the use of state aid funds for development of public library service in Treasure and Golden Valley counties.

- Encourage projects which establish connectivity to the Internet or state electronic network.

TITLE I
PRIORITY #2 - Public Library Services to Areas with Inadequate Services:

NEED:

Montana is the fourth largest state in the union, with a geographic area of 147,046 square miles. It has a population density of 17 persons per square mile (with 43 counties having less than 5 people per square mile), making it one of the least densely populated states in the union. Only one metropolitan area, which includes the city of Billings, has a population of over 100,000. The state is geographically diverse, encompassing the Rocky Mountains and the Great Plains.

It is approximately 725 miles from Yaak in the northwest corner to Plentywood in the northeast corner; approximately 875 miles from Eureka in the northwest to Alzada in the southeast. A map superimposed on the United States would show Montana running from Chicago to Washington, DC.

There are only seven public libraries of the 83 in the state that serve populations of 20,000 - 100,000. The rest serve populations between 211 and 19,999.

The seven largest public libraries have combined collections which total just under one million items. The remaining 76 public libraries have a total collection of almost one million items. All public libraries together have a collection totalling about 1.9 million items to serve a population of about 800,000. Individual public library collection sizes range from about 3,500 to over 227,000 items.

Public library use continues to increase, despite inadequate funding which does not keep pace with inflation. Public libraries circulated 6.02 items per capita in 1992-93, or a total of 4,810,300 items. This represents a 5% increase over the 4,580,331 items loaned the previous year.

Montana libraries depend on interlibrary loans and, overall, Montana is a net borrower of materials from out-of-state. There are very few public libraries capable of doing computer searches of external databases on-line. In 1992-93, Montana public libraries reported only 201 such searches for the whole state.

Fewer than 30 public librarians in Montana have American Library Association [ALA] accredited master's degrees, and they are concentrated in only nine of the 83 public libraries in the state.

Continuing Education [CE] opportunities are few and far between, mainly confined to the annual Montana Library Association

conference. In FY 1994 the State Library offered 12 CE programs statewide.

Montana public libraries spend $9.02 per capita for library services compared with the national average of $16.69.

Montana needs performance-based measures established with grassroots input and support to reach consensus. The state is resource poor, staff poor, and access-to-information poor, and we can rightly claim that the whole state is inadequately served.

GOAL 1:

To improve library service to those areas/peoples of the State not being adequately served, by expanding the ability of local public library personnel to increase their resource bases and external resources through electronic access, manage their local resources in the most effective way possible, and effectively market their services.

Objective 1.1:

Assistance will continue to be offered to public libraries to identify areas/people not being adequately served and how to serve them.

Activities:

- Public library projects for reaching area or community special populations which are not using the library or being served by the library.
- Continuing education opportunities for librarians related to: community analysis skills, how to conduct outreach activities, serving special populations, identification and utilization of new technologies, marketing of services, and planning processes.
- Projects demonstrating the ability of public libraries to serve their communities as educational institutions.
- Innovative projects involving libraries demonstrating their ability to work with other agencies and organizations to enhance the services offered to the community.
- Projects assisting school libraries in providing public library service in an area where public library service is not accessible or not readily accessible.

Objective 1.2:

The Montana State Library will continue support of the State's 83 public libraries in their efforts to access external resources and manage local resources in order to provide adequate library service.

Activities:

- The State Library will continue its statewide role in resource sharing and networking by providing libraries in the state access to the holdings of the State Library and the WLN and OCLC databases.

- The State Library will continue its statewide role as a Ready Reference resource for the state's public libraries.

- The State Library will provide information services to those parts of the state inadequately serviced by libraries.

Objective 1.3:

The Montana State Library will continue to provide leadership and assistance to the State's 83 public libraries in how to access external resources, manage local resources, and market their services in order to provide adequate library service.

Activities:

- The State Library will either offer or will identify continuing education opportunities for librarians on how to perform outreach, identify special populations, and plan for offering library services to special populations.

- The State Library will coordinate a statewide needs assessment to determine the geographic areas of the state that may be receiving inadequate library service.

- The State Library will provide consulting assistance to those parts of the state inadequately serviced by libraries and to the state's libraries regarding: library information technologies, resource sharing and related issues, continuing education and professional development opportunities, development of grant ideas, and help with identification of other agencies and organizations interested in library services.

- The State Library will provide leadership regarding the need for libraries to do planning and offer consulting assistance to libraries to engage in a planning process.

- The State Library will coordinate a statewide assessment of the strengths and weaknesses of the state's public libraries.

- Consulting assistance will be available from the State Library for school libraries interested in providing public library service to their communities.

- Consulting assistance will be provided from the State Library on identifying local populations to which libraries should be marketing their services.

TITLE I
PRIORITY #3 - Services to the Disadvantaged

NEED:

To strengthen the statewide access to and provisions for library resources and information services to the economically disadvantaged and culturally disadvantaged with particular emphasis on the elderly and American Indians.

In its Statement of Philosophy and Objectives (Administrative Rules of Montana section 10.102.101) the Montana State Library Commission expresses its belief "that the primary function of the library is to serve as an essential cultural, informational, and educational resource for all people regardless of age, race, creed, sex or occupation." Such a belief is noble, but in times of limited budgets it is easier to serve the majority and ignore the needs of the minority who often could most benefit from library resources and services.

Montana has a predominantly white population spread over a large geographic area with wide variances in socio-economic levels. A challenge lies in the provision of quality library services to the non-white population, the elderly, the homebound, to those who live far from a library, or to those with limited English-speaking proficiency.

Nearly 93% of the state's almost 800,000 people are white. Although only seven percent of Montana's population is non-white -- six percent are American Indian and one percent other races -- the heritage of these people is a rich one that should be remembered and fostered. American Indian history and culture are entwined with that of the state and it is for the benefit of all Montanans that this culture be preserved.

Montana's non-white population is a group with special needs. Recent census figures show that 47.5% of the American Indians living on Montana's seven reservations have incomes below the poverty level. Combined with this low socio-economic level are the problems of limited English-speaking skills and geographical distances which keep many from receiving public library services.

Montanans of all races have circumstances which prevent their receiving library services. Over 13% of Montana's population is 65 years or older and 12% of all Montana families have an income below the poverty level. Almost 25% of children under 5 years old are considered below poverty level, while Montana ranks 33rd in the nation for children under 18 years living in poverty.

In a state with a large geographic area, low population, and little or no public transportation, just getting to a public

library may be difficult. For the elderly, the poor, or the disabled, such access may be impossible.

Parmly Billings Library (Billings, Mt) has utilized federal funding to work toward meeting the special needs of disadvantaged groups in its service area. LSCA monies helped to establish an outreach program for the homebound and to provide resource materials to supplement English as a Second Language programs.

Libraries in Montana need help in doing needs surveys to identify disadvantaged populations in their service areas, define their special needs, and establish more effective systems of providing library resources and services to them.

GOAL 1:

To strengthen the statewide access to and provisions for library resources and information services to the economically disadvantaged and culturally disadvantaged with particular emphasis on the elderly and American Indians in rural areas.

Objective 1.1:

Additional libraries in the state will plan, develop, maintain, and promote library-related programs and services that provide increased access by, and involvement of, special populations, especially the elderly and American Indians.

Activities:

- The State Library and the statewide Collection Management Committee will revise collection management policy guidelines to determine if they are adequate to provide increased emphasis on selecting and purchasing materials of interest to the elderly and to American Indians.

TITLE I
PRIORITY #4 - Physically Handicapped

NEED:

Print-impaired Montanans unable to use traditional print and computer-based library materials need talking books, Braille and spoken resources.

Nationally, some 1.6% of the population is estimated to be eligible to receive Talking Book/Braille services. In Montana, this suggests that 12,785 people are unable to read standard print. The physical disabilities that make people unable to use traditional print materials include blindness, visual impairment, physical disabilities and certain learning disabilities.

The goals of Montana's previous long range program, Partners in Progress, state that: "The Montana State Library for the Blind & Physically Handicapped (now called the Montana Talking Book Library) will continue to expand and strengthen library service to the blind, visually impaired, and physically handicapped."

As the population ages in Montana, more people will need assistance in the use of information resources. Taped books, journals and newspapers will be a part of the basic array of material available - and will be a valuable central resource. People will continue to borrow current and older fiction, non-fiction works, current news magazines and newspapers for use on specially adapted tape players.

In FY 1994 the Montana Talking Book Library had 32,500 titles available, served a population of 2,468 people, provided out-of-state interlibrary loan service for 15 talking book patrons, loaned 25 talking books to other states, and provided Braille service to 30 Montanans. Braille materials continue to be appropriate only for that segment of the population well-educated in reading Braille.

Increasingly people who incur disabilities during their lifetimes will turn to the use of computer-based assistive technology to translate print-based information into usable form. The use of optical scanners, digitizers and computer produced speech, in equipment such as Kurzweil and Arkenstone readers, will increase dramatically. Many people will need to translate specific information in a timely and efficient manner from print or electronic form to spoken form for immediate use.

This "just-in-time" approach to making information available to those unable to use printed or on-screen materials mandates the availability of assistive devices in a wide variety of libraries.

Libraries should have available one or more reading machines, equipment which enlarges print and microform images, as well as audiotaped materials, large print books, videotaped literary and other productions, and referral services to the Talking Book Library.

GOAL 1:

To ensure that all Montana residents who, because of a visual or physical handicap, cannot read, or utilize standard print materials, or physically access a library facility, have free and equal access to library service.

Objective 1.1:

The State Library will provide library service to Montanans who cannot read or utilize standard print materials, or access a library facility.

Activities:

- The Montana Talking Book Library (MTBL) will provide readers' advisory to those users certified eligible for Talking Books.
- MTBL will contract with Utah State Library to provide Braille material to those who request it.
- A summer reading program for all juvenile readers eligible to receive library service from MTBL will be provided, if funding is available.
- A pilot project in conjunction with local agencies including libraries and service clubs to develop a statewide volunteer program to provide patrons with personal visits to deliver machines and address problems with equipment or books.
- All MTBL patrons will be acquainted via the newsletter with services available at local levels.

Objective 1.2:

Additional potential users of MTBL will be contacted to inform them about their service and services available throughout the state.

Activities:

- MTBL will provide outreach services by participating in conferences, targeting special providers with mailings, producing and distributing public service announcements.

- MTBL will conduct public forums throughout the state in local libraries to inform the public of the library service and receive input from existing patrons.

- MTBL will familiarize itself with assistive technologies and other resources available throughout the state and will publicize this information to all possible users.

Objective 1.3:

MTBL will continue to record approximately 40 titles by Montana authors or about Montana and which are not recorded or distributed by NLS.

Activities:

- MTBL will record selected Montana-related titles to be duplicated and circulated to eligible patrons.

- The remodeling of existing sound booths and/or construction of new sound booths at the Montana State Prison, to meet the standards of the Library of Congress' NLS quality control program, will be undertaken.

- MTBL will pursue the purchase of major equipment and supplies required to produce the Montana books.

Objective 1.4:

By the end of fiscal year 1995, MTBL will implement an ongoing program of communication with patrons using a variety of methods for that communication.

Activities:

- MTBL will conduct a patron satisfaction survey and analyze the results of that survey.

- The formation and operation of a Consumer Advisory Committee to provide a formal avenue for patrons to voice concerns about library service will be initiated.

TITLE I
PRIORITY #5 - State Institutional Library Services - To establish, expand, and operate programs and projects to provide state institutional library services.

NEED:

The Administrative Rules of Montana Section 10.102.101 (4)(b)(ii) state that to serve the people of Montana, the Montana State Library Commission maintains a state library which provides materials and services to provide lending, reference and readers' advisory services directly to state institutions.

The levels of service available in Montana's eleven state-run institutions vary. Four institutions have librarians on site, one of whom is an employee of the State Library. The State provides book budget support for six of the outlets and contracts with four public libraries to provide library services to the other five outlets.

The institutions and their cumulative average populations for 1994 as of October 31, 1994 are listed below:

Mountain View School, Helena [20]
Montana Developmental Center, Boulder [113.58]
Veterans' Home, Columbia Falls [116.56]
Montana State Prison, Deer Lodge [1,259.65]
Montana State Hospital, Warm Springs [196.94]
Eastmont Human Services Center, Glendive [48.92]
Swan River Forest Camp, Swan Lake [42.49]
Women's Correctional Center, Billings [46.2]
Pine Hills School, Miles City [78]
School of the Deaf and Blind, Great Falls [98-actual as of 11/22/94]
Center for the Aged, Lewistown [135.22]

In the last two years, two additional state-run institutions or programs have closed or been absorbed by local providers. Eight of these institutions are under the jurisdiction of the Department of Corrections and Human Services. Two -- Mountain View and Pine Hills Schools (for youthful offenders)-- are under the Department of Family Services. The School for the Deaf and Blind is administered by the State Board of Public Education. It is likely other changes related to administration may occur in the near future since Montana is in a "renew government" mode leading up to the next legislative session in January 1995. A new veteran's home will be opening in Glendive in the next year, while Eastmont may be closing.

The residential population of the Corrections and Human Services Department totals 2,038, with the majority of this -- 1260

-- in the men's correctional center. Additional populations of 2015 are in a community chemical dependency program, about 302 are in residential settings and 1713 are out patient; and 241 in community correctional settings. Pine Hills and Mountain View house a total of 98 youth. The School for the Deaf and Blind serves 98 students, half of whom are residential (from age 3 up). These people vary in age, ability and length of confinement. Many are physically handicapped, or educationally or economically disadvantaged. All lack access to quality library service.

There is a need to compare existing institutional library services with existing national library standards, and to identify the specific inadequacies. A coordinator of institutional library services is also needed.

GOAL 1:

To provide adequate public library services for the people confined to state-run institutions, specifically: Montana Developmental Center, Boulder; Veterans' Home, Columbia Falls; Montana State Prison, Deer Lodge; Montana State Hospital, Warm Springs; Eastmont Human Services Center, Glendive; Swan River Forest Camp, Swan Lake; Women's Correctional Center, Billings; Mountain View School, Helena; Pine Hills School, Miles City; and School for the Deaf and Blind, Great Falls.

Objective 1.1:

The State Library will work to increase the involvement of the Departments of Corrections and Human Services and Family Services in the provision of library services in the state institutions.

Activities:

- The State Library will propose to the Governor's budget office and to the State Legislature the creation of a statewide coordinator of institutional library services.

- The State Library will work to keep in place and update the Memorandum of Agreement with the Department of Corrections and Human Services.

- The State Library will pursue the writing and implementation of a Memorandum of Agreement with the Department of Family Services.

- The State Library will continue to offer consulting assistance to the Department of Corrections and Human Services on the library facility for the Women's Correctional Center, and will work for library service equivalent to that of the Men's Prison for the inmates of the Women's Correctional Center.

- The State Library will pursue increased book budget support for the institutions from the Departments of Corrections and Human Services and Family Services.

- The State Library will continue to administer the contract program which provides library services to five of the state-run institutions.

TITLE I
PRIORITY #6 - Strengthening State Library Administrative Agency.

NEED:

The Montana State Library has responsibilities which relate to statewide library and information needs, as well as to the information needs of state government. The agency often finds itself in situations in which the resources available do not match the apparent needs. For example, a number of libraries in Montana would like the agency to free up more of the LSCA monies used within the agency and make those available to libraries throughout the state. However, other libraries are dependent upon the agency to act as a library "of last resort," particularly the smaller libraries which often need reference-related and consulting help and want the agency to be able to offer such help from a point of strength. There is a constant need to balance the external and internal needs related to these services. Montana's public libraries require a variety of support services managed at the state level. Libraries require technical assistance to develop an adequate program of service to respond to individual and community needs. The Montana State Library coordinates statewide library and information services; administers state and federal funds; and gives direction, assistance, advice and counsel.

The most pressing needs of the Montana State Library Agency are increased funding, staff, technology (both hardware and software), and the ability to reach out to and communicate effectively to its constituents. As a first step in attempting to meet these needs, the positions of Statewide Library Technology Consultant and State Library System Administrator have been filled.

Although the agency moved into a new building of 37,883 square feet in 1982, space is now at a premium, offices are crowded into previously public spaces and staff is scattered on two floors.

The resource budget has not kept up with the needs of this resource poor state. Services have been canceled and monies to connect to needed data bases are limited.

As a library of "last resort" for many small public libraries, the State Library has maintained an 800 phone number for reference help. However, recent legislative cutbacks have made continuous coverage of the reference desk impossible. The State Library has hired a technology consultant but itself lacks an automated circulation and online public access catalog system.

GOAL 1:

GOAL 1:

The Montana State Library will implement electronic access to better communicate with state agencies, libraries and librarians throughout the state.

GOAL 2:

The Montana State Library will continue to offer telephone reference service.

TITLE I
PRIORITY #7 - Major Urban Resource Libraries.

This priority does not apply to Montana because the state does not have any cities with populations in excess of 100,000.

TITLE I
PRIORITY #8 - Strengthening Metropolitan Public Libraries.

To Strengthen metropolitan public libraries which serve as national or regional resource centers.

Montana possesses only two Standard Metropolitan Areas, according to the U.S. Census. But these two areas -- Billings and Great Falls -- as well as the other larger population areas of the state -- Kalispell, Missoula, Helena, and Bozeman -- all possess the potential to serve as regional resource centers. Currently the only area which is doing so, however, is Billings with the Parmly Billings Library serving as the site for the Last Copy Fiction Depository. This depository functions as a depository for older fiction from libraries in Montana and Washington. The state of Wyoming is exploring the possibility of becoming involved in this enterprise as well. The purpose of this depository is to ensure that copies of older fiction, not normally high demand items, are available as needed, but without the necessity of each library maintaining copies of these titles.

The greatest need is to explore whether or not Montana's metropolitan public libraries might serve as regional resource centers in other areas. This might be accomplished as the efforts of the statewide Collection Management Committee and the Academic Cooperative Collection Development Committee go forward together on planning and projects in Montana.

GOAL 1:

Encourage formation of regional resource centers in the major public libraries in Montana, with emphasis on the use of technology and electronic networks as a means of serving a broader geographic area population base.

GOAL 2:

The metropolitan public libraries in Montana will explore resource sharing by means of cooperative collection development in the same way as Montana's academic libraries which work together through the Academic Cooperative Collection Development Committee.

TITLE I
PRIORITY #9 - Limited English-Speaking Proficiency: To provide public library service to persons with limited English-speaking proficiency.

NEED:

The populations in the state of Montana covered by this purpose include: American Indians, foreign students and their families, refugees, migrant workers and their families, and immigrants. There is some overlap in the populations identified in this purpose with LSCA Title I Purposes: 3. Services to the Disadvantaged, 11. Community Information Referral Centers, 12. Literacy program, 16. Model Literacy Centers, Title IV, Library Services for Indian Tribes, Title VI, Library Literacy Programs, and Title V, Foreign Language Materials Acquisition.

1990 Census figures show that the state of Montana has a American Indian population of 47,679 and a foreign born population of 13,286. The Census further indicates that 37,020 speak a language other than English at home, 11,457 persons do not speak English "very well," and that there are 3,755 persons over the age of five years that live in "linguistically isolated households." The Office of Public Instruction reported that in 1993 there were over 7000 students in grades K-12 that were limited English-speaking. The Chronicle of Higher Education indicates that the 1992 foreign student enrollment in 2 & 4 year Montana institutions was approximately 1000.

Library services for these populations may include, but not be limited to reading material in the native languages of resident populations for all age levels, instructional materials to increase English language proficiency, cultural assistance materials, training materials for people and organizations working with the identified populations, and materials to support programs currently in place for the identified populations.

Organizations that are active within the state in improving language and reading skills include Montana Association of Refugee Services, Montana Migrant Council, adult education and church sponsored programs in local communities, and Literacy Volunteers of America.

The Office of Public Instruction oversees programs in the public schools.

Higher education institutions in Montana include instructor training programs or classes in English as a Second Language (ESL) and programs for their resident ESL students. Each school operates relatively independently with little formal cooperation, but there is an informal network of foreign student advisors.

Public library involvement appears to occur on an individual and local basis. Parmly Billings Library received a LSCA grant in 1993 to establish an ESL audio visual collection to supplement local ESL classes. It is their intent to make this collection available statewide. In addition to the ESL materials, the Parmly Billings Library also has collections of foreign language reading material, primarily in Spanish, French, German and Russian. Lewis & Clark Public Library has both a collection of Japanese language materials and a referral service for translators of various languages. Other public libraries in the state may also have similar foreign language collections. There is a need to gather statewide statistics for foreign language collections and programs in public libraries.

The People's Information Bill of Rights states that "All people are entitled to library and information service that reflects the interests and needs of the community." Clearly the statistics show that there is a population in Montana with limited English speaking proficiency. The statistics do not show, however, whether or not the needs of the population are being served by their public libraries. The Montana library community needs to identify what is currently in place locally and statewide for persons with limited English speaking proficiency, and to establish statewide coordination and cooperation.

GOAL 1:

Individual libraries will work to improve public library service to persons with limited English speaking proficiency within their service areas.

TITLE I
PRIORITY #10 - Services to the Elderly.

NEED:

Montana is a state of 147,046 square miles and the distance involved for delivery of services is a large factor for access to information. The elderly population of Montana, those 65 years or older, is 109,372, which is 13.3% of the overall population. Many of the elderly population are physically challenged as well as geographically isolated, making access to information even more difficult.

Services that are currently being offered via some public libraries in Montana include homebound services, books delivered with meals on wheels programs, rotating collections at nursing homes and senior citizens centers, and the books by mail programs. The Center for the Aged in Lewistown is a state institution providing services to the elderly population. Lewistown Public Library provides library services to the Center for the Aged.

Americans are living longer and information for the elderly is produced in a variety of formats. We do not know how many outreach programs are provided to the elderly in public libraries. We need to identify those areas of the state that do not provide services to the elderly population and give assistance in establishing and maintaining such services. Persons 65 and over comprise 13.3% of the population. In addition, 15% of the population is between ages 45 and 64, indicating that the elderly population is likely to increase.

GOAL 1:

The elderly population will have access to library facilities and collections. Outreach programs may include programming and collection development designed around issues facing the elderly population. Computer technology and electronic access will enhance access for the elderly.

TITLE I
PRIORITY #11 - Community Information Referral Centers to assist libraries.

NEED:

We live in a society in which we are often overwhelmed with information and quick and efficient access to that information is needed. Because of the volume and complexity of information available, libraries and librarians are essential as navigators linking patrons with the most appropriate sources of information.

There are pockets of information which exist in Montana, unconnected to most public libraries. Examples of these pockets are found in the Cooperative Extension Service, Natural Resources Information System (NRIS), Social and Rehabilitative Services (SRS), Chamber of Commerce, Department of Health and Environmental Sciences, Department of Natural Resources, & Department of Fish, Wildlife, and Parks (FWP). All of these have valuable information to share with the public. Libraries need to make the connection between these agencies and the public. An example of how this might work has been demonstrated by the "Start A Business Centers" cosponsored by the Department of Commerce and local libraries. In these Centers patrons find the forms necessary at the local and state levels for starting small businesses.

Individual libraries have started local information sources like Reference Point and the community bulletin boards (e.g. community calendars, social service agency referrals, and local resources) at Missoula and Billings. What is needed is connectivity to give all libraries up-to-date information about national, statewide and local services. Much could be accomplished by having access to local and state bulletin board directory information and service descriptions. Such a service may be seen as an adaptation and/or expansion of the traditional role of libraries as organizers and disseminators of information. The expanding Information Age makes the role of libraries and librarians even more important in assisting the public in filling their individual information needs.

GOAL 1:

The Community Information Referral Center concept will be used to make Internet, electronic and technological access available to all Montana library users where appropriate.

GOAL 2:

The State Library will act as a liaison between the library community and state government agencies to encourage information sharing among these entities.

TITLE I
PRIORITY #12 - Literacy Program. To assist libraries in providing literacy programs.

NEED:

The U.S. Census does not, as such, measure literacy. It does, however, record educational attainment. The 1990 Census of Population and Housing reported that out of a total of 576,287 persons 18 years and over in Montana, 42,416 (7.4%) had attained less than 9 years of education; 68,971 (12%) did not graduate from high school. At the national level the U.S. Bureau of the Census, 1990 Current Populations Reports, reports that of all persons 18 years and over, 21% did not graduate from high school.

The 1990 Report of the Blue Ribbon Panel of Libraries at Risk to the Montana State library Commission indicated that Montana "has the sixth highest literacy rate in the country." In addition to the Blue Ribbon study, there have been numerous other studies addressing literacy in the state including the 1991 Montana Governor's Conference on Library and Information Services, Montana State Library Commission mission statements from 1985, 1987 & 1989, and Illiteracy in Montana; a Report with Recommendations to Governor Stan Stevens and to Superintendent of Public Instruction Nancy Keenan (1989). The authors of Illiteracy in Montana also noted a high literacy rate in the state, but reported pockets of much lower literacy rates on Indian reservations and in adult correctional institutions, for example.

Within LSCA, literacy is addressed in several Title I purposes: Services to the Disadvantaged, Limited English-speaking Proficiency, Intergenerational Library Programs, and Model Literacy Centers, and Title VI: Library Literacy Programs. The State Library has been designated by the Governor as Montana's Literacy Resource Center and "is intended to enhance and strengthen existing activities and services, and to expand into new ones." The Literacy Resource Center is under the direction of the Statewide Library Resources Director. The Center maintains an 800 Literacy Hotline and publishes the Literacy Initiative Bulletin.

Of the thirty some literacy programs in the state, twelve are library based. There is a need to identify the pockets of illiteracy that exist throughout the state particularly with special populations. All libraries need to have literacy collections such as adult new reader titles. Steps can then be taken to establish and/or coordinate existing literacy programs and collections to meet the needs identified.

GOAL 1:

To identify pockets of illiteracy in Montana.

GOAL 2:

To establish effective new literacy programs and coordinate existing programs to meet the needs identified.

TITLE I
PRIORITY #13 - To make library services more accessible to handicapped individuals.

NEED:

Handicapped individuals for purposes of this program are those who are mentally retarded, hearing-impaired, speech-impaired, seriously emotionally disturbed, orthopedically-impaired, or otherwise health-impaired.

In every part of the world, a significant portion of the population suffers some disability which makes access to information difficult, if not impossible. Montanans with disabilities need information and entertainment as much as those without disabilities.

Libraries typically provide recreational reading materials, information resources and non-print materials to their users. The handicapped population can be better served by broadening the range of formats purchased, enlarging the scope of subjects covered at different reading levels, and improving physical access to buildings and collections.

People with disabilities which affect their capacity to understand print materials need materials in spoken, musical, video and animated formats. Purchase of audiotaped books at all levels, music and songs, films and videos at many levels and computer software will be a factor in providing recreational materials.

Assistive devices are needed by handicapped individuals to give access to library resources. Print information may be translated into spoken form. Some information may be enlarged to more usable size by machines such as viewers, or photocopiers. Pictorial depiction of information is appropriate in some areas, as is animated or interactive computer software.

Telecommunication device for the deaf (TDD) machines, enlarged print notices, recorded hours and other informative assistance is useful. Staff must be sensitive to needs of library users unable to reach upper and lower shelves, people lacking manual dexterity to operate equipment and the ability to carry books and journals. Staff assistance and the ability to offer a hand can make any library more user-friendly and accessible.

Physical access, as mandated by the Americans with Disabilities Act of 1990, is important. Libraries must modify entrances and provide elevators to allow wheelchair access and passage to those using crutches, walkers, scooters etc. Restroom facilities must be available in the buildings, while drinking

fountains, copy machines and other equipment should be as accessible as possible.

The homebound need an array of remotely accessible services. Dial access to automated catalogs, indexes and databases alleviates the lack of physical mobility. Delivery service of books, mail or fax delivery of articles and full-text access are important. Telephone renewals and reserves eliminate the need for frequent visits to the library. Service to institutions such as nursing homes and retirement communities should include services for all intellectual levels - from provision of the latest books and journals to group story-telling and reminiscing.

Children and students with disabilities need library instruction and teaching in school libraries, academic libraries and public libraries. They need to know all the retrieval techniques taught to the other students, plus the ability to recognize and ask for assistive devices and adaptations they each need individually.

The primary need is to determine how large this problem is in Montana, who the special populations are, and where they are located. Then steps can be taken to meet the needs.

Goal 1:

Montana libraries will ensure that mentally retarded, hearing-impaired, speech-impaired, seriously emotionally disturbed, orthopedically-impaired, or otherwise health-impaired Montanans will have access to a broad range of library services, both in the library and remotely using electronic access.

Goal 2:

Montana libraries will have personnel who are sensitive to the general needs and are trained in meeting the library service needs of Montanans with disabilities, advise and work with library administrators and trustees to achieve compliance.

GOAL 3:

The Montana State Library will determine the impact of the Americans with Disabilities Act (ADA) on Montana's libraries.

Objective 3.1:

The State Library will determine the compliance with the ADA requirements on the part of the state's public libraries.

Activities:

- The State Library will use existing forms distributed to the public libraries to assess local compliance with ADA requirements for public service providers and employers.
- The State Library will include reminders of ADA requirements during the year in its various communications with the libraries.
- ADA resources will be identified for consulting and education and shared with the community.

TITLE I
PRIORITY #14 - To assist libraries in developing intergenerational library programs.

NEED:

One of the resolutions passed by the 1991 Montana Governor's Conference on Library and Information Services noted that "all libraries need to be proactive in promoting and coordinating community literacy programs." Such programs involve partnerships between persons needing help with skills like reading, writing, speaking and mathematics and persons who possess such skills.

Those in need of literacy training are of all ages. Children often need help beyond the school day. Adults of all ages need help with the basic skills necessary to function effectively in day -to-day life. Senior citizens need training in modern technology to function in today's society. Their common need is for a knowledgeable person who will take the time to teach the skills needed.

Children in need of help with basic skills represent a group with special needs. Many children go home after school to an empty house. Sixty-three percent of children under the age of eighteen have both or their only parent in the labor force. Such "latch-key kids" often have little, if any, encouragement and help with school studies. After-school programs sponsored by and held in a community library could present a very positive environment for these children. It would also give supervision they may not have if they must be at home alone.

Older, retired individuals can often provide the skills and time to help with such programs. Working in a library-sponsored literacy program not only gives the help needed, but also creates a positive feeling of contribution to society for the older adult.

Although some Montana libraries have been involved with literacy programs for many years, only a few have utilized intergenerational programming for such services. The White Sulphur Springs Library has connected high school students with the elderly in a computer training program. Parmly Billings Library has used foster grandparents in the summer reading program for youth.

Identifying those in need of help, exploring options for intergenerational helpers, providing appropriate and accessible location and materials, and monitoring and evaluating intergenerational services are all needs.

GOAL 1:

Montana libraries will set up intergenerational library programs where appropriate.

TITLE I
PRIORITY #15 - Child care centers: To assist libraries in providing mobile library services and programs to child care providers or centers.

NEED:

Montana has 200 licensed child care providers. The children in these child care centers are unable to use library services independently. Provision of books, story-telling and other programs on-site for child care participants are important services for public libraries.

Picture books, story time, puppets and other creative activities, as well as recorded music and video presentations are all enrichments to child care situations. Most public libraries provide some or all of these resources in the library, and need to take these to child care centers as an alternative to requiring large groups of children, or many smaller groups, to visit the library regularly.

Actual visits to the children's area of the public library or to elementary school libraries are valuable as excursions, but children need frequent and repeated opportunities to use books and other creative media. Providing changing book collections, reading programs, and creative activity materials is an extension of the library's service to the community.

Children's services librarians may work with local child care providers to identify appropriate materials, taking into account cultural backgrounds, ethnic groups, age and ability levels, and the availability of materials in centers. A need exists for resources for designing seasonal programs; for creating science, nature, mathematical and reading readiness opportunities; and for promoting creative play ideas for children.

GOAL 1:

Libraries will work with local child care providers to ensure access to library resources for children. Specialized library services and resources may be media or computer based as well as print based and may be delivered using appropriate multimedia technology.

TITLE I
PRIORITY #16 - Model Literacy Centers.

NEED:

To establish and support model library literacy centers. (This involves the State Library administrative agency working with other interested State agencies and nonprofit organizations to reduce the number of functionally illiterate individuals and to help them reach full employment.)

In its report Illiteracy in Montana to former Governor Stephens, the Montana State Adult Literacy Council reported the good news that Montana's illiteracy rate is among the lowest in the nation. However, this group also reported that there are population groups in which the illiteracy rate is much higher than the national average, namely on Indian reservations and in Montana's adult correctional institutions. The efforts in Montana's campaign to reduce illiteracy have not generally concentrated in these two areas due to geographic and social isolation. This is not to say that the current literacy efforts should be abandoned or reduced -- because they are moving toward their goals of reducing illiteracy in their service areas. But any model literacy center needs to take into account the two groups identified above, perhaps working with local social service agencies, or with local jails especially if the latter have long-term holding facilities.

It is apparent that there are literacy programs in widely divergent agencies in Montana -- Job Service, Retired Senior Volunteers, prisons, schools, hospitals, federal programs, state programs, joint programs, volunteer organizations, etc. The real need seems to be that of coordinating programs or creating an atmosphere in which they will work together cooperatively to reduce the number of functionally illiterate individuals in the population.

Any model literacy center in Montana, then, would need to be a collaborative effort among the various groups addressing this problem, and would have to incorporate these identified groups into its planning and service delivery.

GOAL 1:

Model literacy in Montana communities will involve the local libraries as integral parts of the model. The State Library will advise on collaboration between libraries and other agencies.

TITLE I
PRIORITY #17 - Drug Abuse Prevention.

To assist libraries in providing materials and conducting programs aimed at preventing and eliminating drug abuse - (This involves libraries in providing and displaying educational materials, and conducting community programs aimed at preventing and eliminating drug abuse in cooperation with local educational agencies, or other agencies or organizations.)

School, workplace, and federally funded programs must assure that efforts are undertaken to prevent and eliminate drug abuse. Libraries are logical sites for assisting individuals and organizations in identifying and providing educational materials and conducting community-wide programs that are aimed at preventing and eliminating drug abuse. Cooperative efforts with local educational agencies or other agencies or organizations are frequently appropriate and should be encouraged.

There is a need in Montana for collections of consumer health information as well as for specific materials dealing with drug abuse and prevention, misuse of prescription drugs, and/or dependence on over the counter medications. The materials need to be available for all ages and at all levels from technical to non-technical. There is a further need for libraries to promote the availability of these materials through bibliographies and coordination with drug abuse prevention programs such as DARE.

GOAL 1:

Montana libraries will provide materials and resources to help educate the public about drug abuse and prevention. Technology may be used to enhance or expand local resources.

TITLE I
PRIORITY #18 - Administration ("Administration" means those activities required of the State Library administrative agency by the Library Services and Construction Act to (1) qualify for assistance, (2) administer assistance, and (3) report the results thereof.)

NEED:

The State Library has the responsibility to administer the LSCA program in accordance with the provisions of the Act. This State Library administration provides financial, technical and other administrative support in administering these funds. These services include leadership and direction for the Library Services Advisory Council through provision of perspective, background information and staff services. Training in grant writing for the library community needs to be made available.

Improved two-way communication between the LSCA administrative bodies and the Montana library community is needed.

GOAL 1:

To ensure library services for the residents of the State of Montana through effective and efficient fiscal management of the Library Services and Construction Act (LSCA) funds.

Objective 1.1:

Establish with the Montana State Legislature for the 1994-95 biennium and each biennium thereafter the spending authority, to be in place by July 1, to receive and expend LSCA funds.

Activities:

- Keep the Offices of Budget and Program Planning and Legislative Fiscal Analyst abreast of Maintenance of Effort (MOE) requirements for LSCA.
- Monitor all LSCA disbursements for the State Library.
- Submit the fiscal information for the Annual Program, Annual Report and cash reports.
- Assist auditors with biennial audit that also complies with the Single Audit Act.

Objective 1.2:

Provide staff support for four meetings per year of the Library Services Advisory Council.

Activities:

- Work with Chairperson of Library Services Advisory Council to determine meeting agendas.
- Timely distribution of agendas and minutes for all Library Services Advisory Council meetings.
- Provide funds for the meetings and activities of the Library Services Advisory Council.
- Monitor the budget for the Library Services Advisory Council.

TITLE II: Public Library Construction and Technology

TITLE II
PRIORITY #1 - Construction, renovation and expansion of public libraries.

NEED:

Although a resolution at the 1991 Governor's Conference on Libraries and Information Services noted the "serious need of renovation and repair" in Montana's public libraries and called for the establishment of a state construction fund, no such legislation has been introduced thus far. In most grant cycles of LSCA Title II there are more libraries requesting funding than the funds available. For instance, in FY 1993 seven projects requested $548,650 although only $176,238 of Title II funds was available. This at least is some indication of the potential need in the state. However, no statewide inventory exists of the total construction and renovation needs in Montana's public libraries.

The Americans with Disabilities Act (ADA) makes such an inventory even more pressing in order to ensure that the state's libraries are truly accessible to Montana's disabled users and workers. Advances in technology make it important that many older buildings, constructed before the advent of advanced telecommunications, need to be retrofitted to allow the use of these tools. There is also a need to find out how many libraries require modifications to conform to existing building codes. The most pressing need remains to inventory the construction, renovation and expansion needs of Montana's public libraries.

GOAL 1:

To administer a grant process that will enhance public library facilities by new construction, by renovation or expansion of existing facilities, both incorporating the infrastructure for technological access to information.

Objective 1.1:

By March, 1995, there will be developed by the State Library, Advisory Council, and Commission an agreed upon needs-based assessment process to serve as the basis for awarding Title II LSCA grants.

Activities:

- The State Library will conduct a needs assessment on the status of the state's public library buildings.

- Pending the results of the statewide assessment on the status of the state's public library buildings, the State Library potentially will recommend to the Library Services Advisory Council and the State Library Commission the use of LSCA Title II funds for technology improvements in public libraries.

- Pending the results of this assessment, the Advisory Council and State Library Commission will consider seeking state legislation for establishment of a state-funded library construction fund to complement the LSCA Title II program.

- Statewide Library Resources Program staff will evaluate the current Title II grant process and make recommendations for future grant cycles.

Objective 1.2:

On an annual basis, funding will be provided to support the review of LSCA Title II subgrant applications and projects.

Activities:

- An architect will be contracted to review architectural drawings and bid documents associated with Title II subgrant projects.

- Members of the Title II Committee of the Montana Library Services Advisory Council will be reimbursed travel expenses incurred during the review of Title II subgrant applications.

TITLE II
PRIORITY #2 - To assist libraries in acquiring, installing, maintaining or replacing substantial technology equipment.

NEED:

Most libraries in Montana do not have the tools necessary to meet the information needs of their patrons in a timely, relevant manner.

While some Montana public libraries are automated, only Parmly Billings Library has patron access to Internet. TCP/IP (the accepted protocol for telecommunication) connections and lines are in the planning stages, but have not yet been implemented. Montana has submitted a number of grants to the federal government to try to remedy this situation. These include National Telecommunications and Information Administration [NTIA] funding grants to the U.S. Department of Commerce for expansion of the current, limited information infrastructure to all 56 Montana counties. Another grant has been submitted to the U.S. Department of Education for a Higher Education Act grant to ensure access to statewide telecommunications for Montana's libraries. In addition the Montana Telecommunications Advisory Council (established by Governor Marc Racicot and U.S. Senator Conrad Burns, and representing public and private sectors) has proposed state legislation which would allow reduced telecommunications rates for Montana's libraries, schools and hospitals. (*Note: The proposed legislation, which became available following the adoption of this Long Range Program by the Montana State Library Commission, actually sought to establish a blue ribbon panel to examine options for improved statewide telecommunications, including the possibility of reduced telecommunications rates for Montana's libraries, schools and hospitals.*)

A statewide technology consultant has been hired at the State library who will work with the Statewide Technology committee.

Groups of health sciences librarians and state agency libraries are in the process of developing technology plans. A regional consortium of multitype libraries, Reference Point, exists and has plans to expand. A recently published report from the State Agency Librarians' Round Table entitled Electronic Information Access: Montana's Gateway to the Future states:

> Montana has a long history of stagnant economic development resulting, in large part, because of its rural character and the great distances between towns and cities. We can ill afford to allow Montanans to also become separated technologically and informationally.

Many libraries have access to a statewide union catalog via WLN either online or through a CD ROM based product called LaserCat. The State Library has called for access to the Internet for every library in the state.

Montana needs to develop a coherent, integrated, information policy and plan for the state's libraries. Central to that process is the acquisition, installation, maintenance and upgrading of substantial technological equipment.

Working with in-state technology leaders, the State Library's Technology consultant, the Information Services Division of the state Department of Administration, the University system, health sciences libraries and other special libraries, and the state's Office of Public Instruction, the state needs to develop the means and the methods of providing access to information via the Internet to all who need such information.

GOAL 1:

To provide funding for libraries to achieve an adequate level of technology infrastructure which will enable them to participate in electronic networks and resource sharing.

TITLE III - INTERLIBRARY COOPERATION AND RESOURCE SHARING

Introduction:

Montana since the early 1980's has spent considerable federal monies developing a union catalog of library materials as part of the WLN database. It has also made numerous subgrants to libraries of all types to enable them to go on-line with WLN or to use WLN's CD-ROM product LaserCat. Montana's legislature has also dedicated general fund monies to support an interlibrary loan reimbursement program since 1989. Interlibrary loan traffic has shown a consistent and alarming rate of increase such that reimbursement has continued to drop.

Because Montana is generally library resource poor and sparsely populated, it must make the best use of its resources possible. In Montana this means ongoing relationships and partnerships between the public and private sectors, whether this consists of public and private libraries, or ongoing planning among libraries, cable and telephone companies, and so forth. It is only through such cooperation that Montana can hope to keep pace with the Information Age.

The single most important need for the future is to assist Montana libraries in connecting to the Internet and to databases. Resources need to be dedicated to allow Montana's libraries to make the necessary "paradigm shift" and to move on to the next stage of development, which is connectivity to the Internet. Without this, Montana libraries risk being left by the roadside.

Current study and planning related to statewide interlibrary cooperation and resource sharing need to be expanded to include more grassroots' involvement. Only through such an approach can the state reap the benefit of the expertise that exists in the state.

TITLE III:
PRIORITY #1 - Planning Cooperative Library Networks.

Montana needs to plan for the expansion and extension of the WLN database, and its various products and services, to all libraries in Montana. Without providing the option of connectivity via Internet, Montana's libraries will not be able to respond to the demonstrated information needs of patrons.

There are many cooperative networking planning processes ongoing in Montana. Some are listed below.

- The State Agency Librarians' Round Table has worked to ensure that these libraries have access to adequate telecommunications and to other collections.
- The Academic Cooperative Collection Development Committee has worked in collection assessment, and cooperative collection development among all Montana's academic libraries.
- The LincNet project in Lincoln County has involved public, academic, and school libraries in cooperative planning and implementation of library services.
- Montana's six public library federations have developed both federation specific and multi-federation cooperative projects.
- Reference Point, a Helena-area multi-type consortium, is moving toward a kiosk-based virtual library system.
- The BAHSIC (Billings Area Health Sciences Information Consortium) group in the Billings has worked to share resources and expertise among health science librarians.
- OMNI [Outreach Montana: Networked Information] links six university, tribal and community college libraries in central and eastern Montana.
- The Collection Management and Technology Committees (two statewide committees) engage in statewide planning.

The most pressing need remains to extend Internet access to every library in the state which will require sophisticated planning, cooperation and education. Montana needs a statewide plan which coordinates all the efforts of the various groups toward a common goal.

GOAL 1:

Develop a statewide plan that will set the direction for the provision of library services and resource sharing in Montana.

GOAL 2:

To encourage the formation of local or other cooperative networks which together can link member libraries to the Internet and to state and national resources.

TITLE III
PRIORITY #2 - Establishing, expanding and operating Library Networks.

NEED:

Library networks are essential to providing access to information in a library resource poor state like Montana. Numerous publications, including the summary report of the 1991 White House Conference on Library and Information Services entitled Information 2000: Library and Information Services for the 21st Century, Report of the Blue Ribbon Panel on Libraries at Risk, the Final Conference Report of the 1991 Governor's Conference on Library and Information Services, and the State Agency Librarians' Round Table Internet paper entitled Electronic Information Access: Montana's Gateway to the Future, have spoken to the need for collaboration, cooperation, and networking among libraries.

WLN is Montana's bibliographic utility of choice. Sub-grants have enabled numbers of Montana libraries of all types to have LaserCats, a CD-ROM based Pacific Northwest Union catalog. Many libraries are on-line users of WLN for interlibrary loan, reference and cataloging. Recently WLN has offered connectivity options to the Internet. With Internet, networking becomes global and seamless. This connectivity remains the single most important need for Montana's libraries. Only one public library, Billings, provides Internet access to its patrons via WLN.

Planning has been initiated for increased library access to Internet via state data lines and WLN. Resource sharing and access are integral parts of the recently passed draft federation follow-up study. The Montana Library Association has pledged support to lobby for funding the Statewide Library Card concept.

Budgets not keeping pace with inflation, increased pressure to provide more sophisticated services, and the availability of new technologies make networking a key component of library services.

Electronic Information Access: Montana's Gateway to the Future has concluded: "Based on the principles that gave rise to this country and its constitution, public access to electronic information and networks would appear to be a necessity."

GOAL 1:

To establish or expand cooperative library networks including resource sharing, electronic access to the Internet and other networks, and shared access for patrons.

TITLE III
PRIORITY #3 - Planning for Statewide Resource Sharing.

NEED:

There exists in Montana a need to update and review interlibrary protocols and local cooperative agreements on an ongoing basis. Much work has been done in resource sharing. However, little work has been done in the area of connectivity where a great need exists.

The planning for connectivity and related new protocols needs to be accomplished via statewide committees or task forces. Some of the potential issues include:

- Statewide licensing of databases
- Protocols which enable the fair and equitable use of databases for users and providers
- Cooperative planning with the Montana Office of Public Instruction to ensure wider distribution of LaserCat and on-line access to WLN in Montana's school libraries
- Statewide library card to allow universal access regardless of place of residence

Coordinated planning is needed to ensure that all of Montana's citizens have access to the information resources they need.

GOAL 1:

To ensure residents of Montana have access to all library resources within the state's geographic boundaries either in person or electronically.

TITLE III
PRIORITY #4 - Technological capacity for Interlibrary Cooperation/ Resource Sharing.

NEED:

The Clinton administration has recognized the importance of extending access to Internet to all citizens. Library Journal, February 15, 1994 on page 110 states: "Vice President Gore struck a chord for the future of libraries in networking by appealing to the executives of the nation's major communications firms to 'connect all of our classrooms, all of our libraries, and all of our hospitals and clinics' to the National Information Infrastructure (NII) by the year 2000."

The greatest need in Montana in order to reach this vision is connectivity for all libraries which requires hardware and software, telecommunications upgrades and connections, and education and training. The reason for this is to enable all libraries to provide for the information needs of our citizens, both now and in the future. There is also a need for cooperative efforts among the state's Information Services Division, the Office of Public Instruction, and the University System. This may best be accomplished by the establishment of a cooperative technology advisory council related to libraries.

Montana libraries are acutely aware of the changing nature of information delivery and must work at all levels to ensure free access to information for all patrons.

GOAL 1:

To ensure that all libraries have access to the technological capacity to enable them to participate in the sharing of resources, both materials and human resources.

Objective 1.1:

Starting January 1, 1995 libraries in Montana will be able to establish linkages to various technological pathways and partnerships between local libraries and the private sector.

Activities:

- Libraries in the state will engage in active information gathering on local, state and national levels in order to be knowledgeable about current and future links to databases and telecommunications networks.

- The Advisory Council and Commission will encourage technological linkages by offering challenge grants to

libraries which provide remote access to their collections. These grants are to be matched by local funds including cash and in-kind contributions from the private sector.

Objective 1.2:

Beginning with Fiscal Year 1993, at least one resource-sharing project each year has been, and will continue to be, funded that minimizes geographic isolation or the lack of local fiscal resources.

Activities:

- The distribution of grants will be balanced such that rural, isolated areas, as well as more populous areas, are assured access to resource sharing methods.

- The State Library and Advisory Council will study the ability of the local library and local partners in the private sector to support and sustain any technological advances provided, looking for innovative delivery of such access rather than one method for all.

Objective 1.3:

In each fiscal year, 1994-96, at least one statewide training program will be provided for library staffs, to teach the most effective use of new technology affecting library services.

Activities:

- The State Library will provide and/or coordinate statewide training opportunities for library staffs during library conferences and at other times.

- Demonstration projects involving libraries offering distance education to the general public using technological means of delivery will be considered for grant funding.

TITLE III
Priority #5 - Preservation Programs.

At the National Conference of the Development of Statewide Preservation Programs held in Washington, D.C. in 1989 Carolyn Morrow, with the Library of Congress, stated four obstacles or prerequisites to statewide preservation program development:

1. There is either a sufficient preservation knowledge base among professionals in the state . . . or there isn't. . . . . .

2. There is either a history of cooperation among institutions and repositories in the state . . . or there isn't. . . . . .

3. There is a lead organization ready to take the initiative in developing a statewide capacity for preservation . . . or there isn't. . . . . .

4. You either have the ear of the legislature . . . or you don't.

In response to the above four points, we observe the following in Montana:

1. We currently do not know the level of expertise related to preservation existing in the state.

2. While the state's library community has a history of cooperation in many areas, this cooperation has not yet extended to the area of preservation.

3. The State Historical Society has offered some leadership in this area, but due to limited resources cannot expand its activities to address the needs of Montana libraries. Preservation efforts have been fragmentary at best.

4. Acid-free paper legislation has been approved by the state legislature [House Joint Resolution No. 22 passed in 1991, provides for the State Library and the Legislative Council to work together to produce guidelines for the use of acid-free paper for state documents. Senate Joint Resolution No. 8 passed in 1993 provides for administrative rules to: establish criteria to determine which state documents should be produced on acid-free, alkaline-based, or permanent

paper; establish specifications for paper to be used; have the State Librarian, the Historical Society, and the State Law Librarian work together to establish specifications and criteria to be included in the administrative rules]. However, no comprehensive legislation has come forward related to preservation.

The primary need is for a study to determine preservation needs in Montana's libraries. Depending on the results of this study, a statewide plan may need to be developed which may include disaster planning, education, training, organizing, and coordinating. This might also include a list of resource people to answer ongoing questions from libraries.

GOAL 1:

A study will be conducted to determine the preservation needs and activities currently in place in Montana libraries.